



930 Westacre Rd.  
West Sacramento, CA 95691

June 11, 2013

Federal Communications Commission  
Office of the Secretary  
9300 East Hampton Drive  
Capitol Heights, MD 20743

**CC Docket No 02-6**

**Request for Review** of Administrator's Decision on Appeal, Issued on April 15, 2013, Re: Washington Unified School District, Form 471 Application Number 740756

**Authorized person who can best discuss this Appeal with you**

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**Application Information**

Entity

Washington Unified School District

Billed Entity Number

144589

Form 471 Number

740756 (FY 2010)

FRN	SPIN	Service Provider Name	Eligible Cost	Commitment Request	Site Identifier
2000369	143004852	Network Management Corp.	\$226,337.52	\$183,333.39	
2064628	143004852	Network Management Corp.	\$1,159.44	\$962.34	
2064969	143004852	Network Management Corp.	\$19,672.92	\$15,935.07	111599
2065914	143004852	Network Management Corp.	\$153,449.70	\$138,104.73	111233
2065958	143004852	Network Management Corp.	\$3,263.64	\$2,937.28	111233
2066128	143004852	Network Management Corp.	\$198,712.90	\$178,841.61	111236
2066153	143004852	Network Management Corp.	\$5,519.76	\$4,967.78	111236
2066269	143004852	Network Management Corp.	\$234,894.80	\$211,405.32	111234
2066375	143004852	Network Management Corp.	\$5,519.76	\$4,967.78	111234
2066478	143004852	Network Management Corp.	\$135,703.50	\$108,562.80	16060360
2066507	143004852	Network Management Corp.	\$5,519.76	\$4,415.81	16060360
2066746	143004852	Network Management Corp.	\$190,555.70	\$152,444.56	111601
2066762	143004852	Network Management Corp.	\$6,489.12	\$5,191.30	111601
2066882	143004852	Network Management Corp.	\$157,350.60	\$141,615.54	111598
2066905	143004852	Network Management Corp.	\$5,519.76	\$4,967.78	111598
2066982	143004852	Network Management Corp.	\$330,463.40	\$264,370.72	111600
2067008	143004852	Network Management Corp.	\$5,519.76	\$4,415.81	111600
2067103	143004852	Network Management Corp.	\$113,736.60	\$102,362.94	111596
2067136	143004852	Network Management Corp.	\$5,579.16	\$5,021.24	111596
2067387	143004852	Network Management Corp.	\$80,899.94	\$69,573.95	

2067526	143004852	Network Management Corp.	\$16,566.56	\$14,247.24	
2067617	143004852	Network Management Corp.	\$220,675.16	\$189,780.64	
2067728	143004852	Network Management Corp.	\$146,455.02	\$125,951.32	
2067798	143004852	Network Management Corp.	\$13,510.08	\$11,618.67	
			<b>\$2,283,074.56</b>	<b>\$1,945,995.62</b>	

Document Being Appealed:

Administrator's Decision on Appeal, Issued on April 15, 2013, Re: Washington Unified School District, Form 471 Application Number 740756<sup>1</sup>

Decision on Appeal: Denied

Explanation: ... An RFP was issued and the Form 470 advised potential bidders that no RFP existed. During the initial review, it was determined that the District issued an RFP. The documents titled "Summary of Projects" and "Instruction to Bidders - Bid Forms" outlined specific requirements, date of events and pre-requisites to be met by prospective bidders imperative to submit a qualifying bid. As stated on the USAC website, "An RFP describes the project undertaken, with sufficient details to inform potential bidders of the scope, location, and any other requirements for the project." FCC rules require applicants to submit a complete description of services they seek so that it may be posted for competing service providers to evaluate and formulate bids. The applicant's FCC Form 470 should inform potential bidders if there is, or is likely to be, an RFP relating to particular services indicated on the form. Since Washington Unified School District failed to inform potential bidding service providers that an RFP was available for the products and/or services requested, the District violated the competitive bidding process.

In your appeal, you cite Green Bay Area Public School District FCC Order DA 10-2305. You are requesting USAC to apply the Commission's Green Bay ruling in this case and reverse its decision to deny the above listed FRNs. In the Green Bay ruling, the Commission emphasized the limited nature of its decision. ... Federal Communications Commission rules do not permit USAC to waive the schools and libraries competitive bidding requirements. In our appeal, you did not show that USAC's determination to deny funding was incorrect.

FCC rules require applicants to "submit a complete description of service they seek so that it may be posted for competing service providers to evaluate" and formulate bids. ... The applicant's FCC Form 470 should inform potential bidders if there is, or is likely to be, an RFP relating to particular services indicated on the form.

**Appeal:**

Washington Unified School District (the District) requests that the Federal Communications Commission (FCC) reverse the Schools and Libraries Division (SLD) decision to deny funding for the 24 FRNs listed above from Form 471 # 740756 and approve the adjusted requested funding totaling \$1,945,995.62. The District accepts the reduction of funding to FRN 2064969 by \$317.05. The District maintains that:

- The documents SLD erroneously claims constitute an RFP are emphatically not RFPs.
- Form 470 # 541960000797173 contained adequate information to attract responses from six qualified vendors, each with credentials, interest, and experience aligned with the project.

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<sup>1</sup> Letter from Schools and Libraries Division, USAC, to Richard Larson (E-rate consultant for Washington Unified School District), dated April 15, 2013, entitled "Administrator's Decision on Appeal – Funding Year 2010-2011", re: Form 471 Application Number 740756 (ADL).

- The two documents in question were provided only to these six vendors to expedite their proposal preparation process.

No RFPs were issued by the District, in accord with the Form 470; therefore the District respectfully asserts that SLD statement that "*An RFP was issued*" is erroneous, and that SLD had no basis on which to deny these FRNs.

**Documents cited by SLD are not RFPs:** The documents entitled "*Summary of Projects*" and "*Instruction to Bidders - Bid Forms*" were issued only to each of the six vendors who responded to our Form 470 # 541960000797173. These documents are not labeled as "Request for Proposal" or "Invitation to Bid" or "Request for Quote" or any of the other myriad of labels characterized by SLD as "RFPs". They were clearly labeled as:

- "*Summary of Projects*", designed to give detailed specifications to interested vendors,<sup>2</sup> and
- "*Instructions to Bidders – Bid Forms*", designed to provide interested vendors with the format for submitting their bid.<sup>3</sup>

The documents were designed to provide each prospective bidder with additional specifications and bid submission instructions once they had contacted us in response to the Form 470. These documents were not intended to solicit bids, the primary function of a Request For Proposal.

We had an excellent response from six vendors as a direct result of our 470 # 541960000797173. Each of these six respondents was provided with a copy of these Documents; only these six respondents were provided with these documents – there was no public availability of these documents.

**What is an RFP?** SLD's allegation that the District issued an RFP begs the question: what is the definition of an RFP? In its ADL, SLD cites its websites sole listing of certain attributes of an RFP: "*An RFP describes the project undertaken, with sufficient details to inform potential bidders of the scope, location, and any other requirements for the project.*" However, these attributes can be seen in other types documents and do not adequately define what an RFP is and what the purpose is of an RFP. RFPs must have these attributes, but not all documents with these attributes are RFPs.

A complete definition of an RFP did not appear on the SLD or FCC websites or in the Form 470 instructions when Form 470 # 541960000797173 was submitted; the SLD Client Service Bureau (CSB) confirmed this on 6/29/11 (case 22-244571), stating that "*Any document that provides information with the intention of receiving bids for specific services is technically an RFP.*"<sup>4</sup>

Clearly neither of these documents was intended to generate the receipt of bids – they were meant to provide information to vendors already considering bidding on the projects in the Form 470.

We looked elsewhere for a definition. The Encarta Dictionary (English North America) defines it as an "*invitation to bid: a proposal made by a commercial organization inviting bids from possible suppliers of a product or service.*" Definitions on a number of websites – including such diverse sources as USLegal.com, Investopedia.com, Wikipedia.org, and thefreedictionary.com<sup>5</sup> – all confirm that essential components for an RFP are:

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<sup>2</sup> Summary of Projects

<sup>3</sup> Instructions to Bidders – Bid Forms

<sup>4</sup> Email from SLD to Richard Larson, (E-rate consultant for Washington USD), dated 6/29/11, subject: Initial Contact, Case 22-244571

<sup>5</sup> Definitions of "Request for Proposal" were obtained from Microsoft Word (Encarta Dictionary) and from web pages of USLegal.com, Investopedia.com, Wikipedia.org, and thefreedictionary.com.

1. a widely published invitation to provide bids
2. requesting and encouraging initial contact from possible suppliers
3. listing products and/or services required.

The documents, which the District sent only to the six responding vendors, do not meet the first two components:

1. They were not widely published – in fact they were deliberately restricted to vendors who contacted us in response to 470 # 541960000797173 – and they did not invite bids (per the discussion above).
2. They did not encourage initial contact from possible suppliers. Quite the opposite, they provided information to suppliers who had already contacted the District, information which would expedite their detailed bid submission in a format that would allow the District:
  - to evaluate bids on a fair and even-handed basis and
  - to arrive at the most cost-effective solution to our requirements.
3. Product and service details were listed, to expand upon descriptions on the Form 470. The short descriptions on the Form 470 were sufficient to engage prospective bidders and allow us the opportunity to provide further details directly to them, as permitted by Form 470 instructions (see below).

In its denial explanation, SLD states that *"an RFP describes the project undertaken, with sufficient details to inform potential bidders of the scope, location, and any other requirements for the project."* This is a good description of the third component of an RFP, but SLD then defies logic by implying that any document with this single component, such as our two documents, is an RFP.

The District respectfully points out that SLD seems to penalize the District for including too much information in the documents that it provided to interested potential bidders. We do not see how providing detailed information to potential bidders tilts the playing field to anyone's benefit or detriment.

**Sufficient Information on 470 # 541960000797173:** Form 470 instructions do not require fully detailed service/product description, and response from the commercial community would indicate that Form 470 # 541960000797173 was satisfactorily effective in soliciting bids:

1. SLD's instructions for Form 470<sup>6</sup> state:
  - On page 1: *"The purpose of the Form 470 is to open a competitive bidding process for the services desired."* The Form 470 is the opening of the competitive bidding process and is not intended to be the be-all and end-all of the process; this is given further definition and context further on in the instructions.
  - On page 10: *"The specific data requested in Items 8-11 are sought to provide potential service providers with information so that they may contact you if necessary for detailed information on your specific requirements."* In other words, it is acceptable that the descriptions of the products and services on the 470 may not be complete enough for a vendor to prepare a complete proposal and the applicant is specifically permitted to provide additional information to vendors to further the bid preparation process. Vendors are encouraged to obtain additional information from the applicant.
2. The entries on the Form 470 # 541960000797173<sup>7</sup>:
  - Listed a number of specific types of equipment required (Server Upgrades, UPS, Switch Replacements, VMWare, Backup System, OS Upgrades, Exchange Upgrades) as well as a list of specific equipment types requiring Basic Maintenance service (Network Equipment, Server, UPS, Backup System, VOIP Server), and

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<sup>6</sup> "Description of Services Requested and Certification Form (FCC Form 470)" from Schools and Libraries Universal Service, dated October, 2004; p.1 & 10

<sup>7</sup> FCC Form 470 # 541960000797173 for funding year 7/1/2010 – 6/30/11 posted by Washington Unified School District on 1/5/2010 and certified 1/6/2010.

- Accurately stated these products and services were required "District Wide" (Item 16c of Form 470 # 541960000797173 indicates that 11 facilities are covered by the requests; the "Site Identifier" on 17 of the 24 FRNs in the FRN table above specify 9 of these 11 facilities while 7 FRNs are for the entire district).
3. The information on Form 470 # 541960000797173 attracted six vendors, each with credentials, interest, and experience aligned with the project.<sup>8</sup> Empirical evidence indicates our Form 470 information was on target and produced the desired result.

Based on the above information and reference to SLD's own instructions on this matter, the District firmly state that the FRNs in 471 # 740756 should not be denied.

**Green Bay Area Public School District, FCC Order of Dec. 6, 2010 (Green Bay):**

If the Commission agrees with the SLD assessment that the "*Summary of Projects*" and "*Instruction to Bidders - Bid Forms*" constitute an RFP, the District respectfully asks the Commission to consider its *Green Bay* ruling,<sup>9</sup> in which the FCC approved the appeal of applicants "*despite Green Bay's failure to correctly indicate on its FCC Forms 470 that it had issued a request for proposal (RFP) for the services at issue.*" The Commission based this decision on two factors:

- "... all bidders had access to the same information during Green Bay's competitive bidding process because its FCC Forms 470 contained enough detail regarding the desired services for service providers to formulate bids."
- "all interested bidders received copies of the RFP."

The Commission concluded:

*"Thus, we find that there was no actual harm to the competitive bidding process and that the underlying policy of ensuring service providers a fair opportunity to bid on the services sought by E-rate applicants was not compromised by Green Bay's error. We therefore conclude that rejecting Green Bay's applications on the ground that Green Bay failed to advise bidders that an RFP existed is not warranted in these instances, especially in the absence of any evidence of waste, fraud, or abuse."*

The District respectfully contends that its Form 470 contained sufficient information to attract any interested potential bidder, that each interested potential bidder was provided with a copy of the "*Summary of Projects*" and "*Instruction to Bidders - Bid Forms*", and that no vendor received a copy of these documents unless they first contacted the District expressing interest in the products and services in Items 10 and/or 11 of Form 470 # 541960000797173.

**Conclusion:**

The District requests that the Commission reverse the SLD decision to deny funding for the 24 FRNs listed above from Form 471 # 740756 and approve the adjusted requested funding totaling \$1,945,995.62. The District accepts the reduction of funding to FRN 2064969 by \$317.05. The District maintains that:

- The documents SLD erroneously claims constitute an RFP are emphatically not RFPs.
- Form 470 # 541960000797173 contained adequate information to attract responses from six qualified vendors, each with credentials, interest, and experience aligned with the project.

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<sup>8</sup> Web pages from each of the six vendors that contacted the District regarding the internal connections project: AMS.Net, DecoTech Systems, Network Management Corporation (NMC), Sehi Computer Products Inc., Spectrum Communications, and Western Blue (an NWN Company).

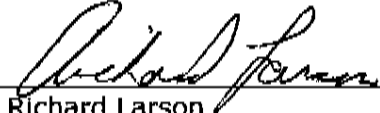
<sup>9</sup> DA 10-2305, December 6, 2010, "*Green Bay Area Public School District, Green Bay, Wisconsin*", File Nos. SLD-681595, 692800, 681544, CC Docket No. 02-6; pgs. 1-2.

- The two documents in question were provided only to these six vendors to expedite their proposal preparation process.

No RFPs were issued by the District, in accord with the Form 470; therefore the District respectfully asserts that SLD statement that "*An RFP was issued*" is erroneous, and that SLD had no basis on which to deny these FRNs.

The District appreciates the Commission's consideration of its appeal. We are available to respond to questions or to provide any further information requested by the Commission.

**Authorized signature for this Appeal** <sup>10</sup>



Richard Larson  
eRate 360 Solutions, LLC  
322 Route 46W, Suite 280W  
Parsippany, NJ 07054

Date: \_\_\_\_\_

6/11/13

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<sup>10</sup> "Letter of Agency" from Scott Lantsberger, Assistant Superintendent of Business Services, Washington Unified School District, authorizing employees of eRate 360 Solutions, LLC, to perform e-rate services on behalf of the District.



**Universal Service Administrative Company**  
Schools & Libraries Division

### **Administrator's Decision on Appeal – Funding Year 2010-2011**

April 15, 2013

Richard Larson  
eRate 360 Solutions, LLC  
322 Route 46 W  
Suite 280 W  
Parsippany, NJ 07054

Re: Applicant Name: WASHINGTON UNIFIED SCHOOL DIST  
Billed Entity Number: 144589  
Form 471 Application Number: 740756  
Funding Request Number(s): 2000369, 2064628, 2064969, 2065914, 2065958,  
2066128, 2066153, 2066269, 2066375, 2066478,  
2066507, 2066746, 2066762, 2066882, 2066905,  
2066982, 2067008, 2067103, 2067136, 2067387,  
2067526, 2067617, 2067728, 2067798  
Your Correspondence Dated: February 04, 2013

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your appeal of USAC's Funding Year 2010 Funding Commitment Decision Letter for the Application Number indicated above. This letter explains the basis of USAC's decision. The date of this letter begins the 60 day time period for appealing this decision to the Federal Communications Commission (FCC). If your Letter of Appeal included more than one Application Number, please note that you will receive a separate letter for each application.

Funding Request Number(s): 2000369, 2064628, 2064969, 2065914, 2065958,  
2066128, 2066153, 2066269, 2066375, 2066478,  
2066507, 2066746, 2066762, 2066882, 2066905,  
2066982, 2067008, 2067103, 2067136, 2067387,  
2067526, 2067617, 2067728, 2067798

Decision on Appeal: **Denied**  
Explanation:

- According to our records Washington Unified School District failed to advise bidders that an RFP was issued. An RFP was issued and the Form 470 advised potential bidders that no RFP existed. During the initial review, it was

determined that the District issued an RFP. The documents titled "Summary of Projects" and "Instruction to Bidders - Bid Forms" outlined specific requirements, date of events and pre-requisites to be met by prospective bidders imperative to submit a qualifying bid. As stated on the USAC website: "An RFP describes the project undertaken, with sufficient details to inform potential bidders of the scope, location, and any other requirements for the project." FCC rules require applicants to submit a complete description of services they seek so that it may be posted for competing service providers to evaluate and formulate bids. The applicant's FCC Form 470 should inform potential bidders if there is, or is likely to be, an RFP relating to particular services indicated on the form. Since Washington Unified School District failed to inform potential bidding service providers that a RFP was available for the products and/or services requested, the District violated the competitive bidding process.

In your appeal, you cite Green Bay Area Public School District FCC Order DA 10-2305. You are requesting USAC to apply the Commission's Green Bay ruling in this case and reverse its decision to deny the above listed FRNs. In the Green Bay ruling, the Commission emphasized the limited nature of its decision. The Commission further stated: "The Commission's competitive bidding rules serve as a central tenet of the E-rate program. Thus, although we grant Green Bay's appeal, our action here does not eliminate or mitigate any of our competitive bidding requirements or the obligations of participants in the E-rate program to comply with the Commission's rules." Federal Communications Commission rules do not permit USAC to waive the schools and libraries competitive bidding requirements. In your appeal, you did not show that USAC's determination to deny funding was incorrect. Consequently, your appeal is denied.

- FCC rules require applicants to "submit a complete description of services they seek so that it may be posted for competing service providers to evaluate" and formulate bids. *See* Federal-State Joint Board on Universal Service, CC Docket No. 96-45, Report and Order, 12 FCC Rcd 8776, FCC 97-157, paras. 570, 575 (rel. May 8, 1997). The applicant's FCC Form 470 should inform potential bidders if there is, or is likely to be, an RFP relating to particular services indicated on the form. *See* Request for Review of the Decision of the Universal Service Administrator by Ysleta Independent School District, et al., CC Docket Nos. 96-45 and 97-21, Order, 18 FCC Rcd 26407, FCC 03-313 para. 39 (rel. Dec. 8, 2003).

If your appeal has been approved, but funding has been reduced or denied, you may appeal these decisions to either USAC or the FCC. For appeals that have been denied in full, partially approved, dismissed, or canceled, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received or postmarked within 60 days of the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC website or by contacting



the Client Service Bureau. We strongly recommend that you use the electronic filing options.

We thank you for your continued support, patience and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

cc: Tom McNinch

# **Washington Unified School District**

## **E-Rate 2010-2011 SUMMARY OF PROJECTS**

### **INTERNAL CONNECTIONS BASIC MAINTENANCE**

January 11, 2010

**Washington Unified School District**

**930 Westacre Road - West Sacramento, CA 95691**

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**WASHINGTON UNIFIED SCHOOL DISTRICT  
SUMMARY OF PROJECTS  
ERATE 2010-2011**

To all interested vendors:

**GENERAL INFORMATION**

Washington Unified School District (WUSD) is bidding the following E-Rate projects:

WUSD-Y13-TELCOM	Telecommunications Services – Long Distance, PRI
WUSD-Y13-CELL	Telecommunications Services – Cellular Internet
WUSD-Y13-MAN	Telecommunications Services – Intra-site Fiber OpticMAN
WUSD-Y13-INTERNET-D	Telecommunications Services – Internet Service District
WUSD-Y13-WLAN	Internal Connections – Wireless LAN
WUSD-Y13-EMAIL	Internal Connections – EMAIL Microsoft Exchange 2010 Migration
WUSD-Y13-BACKUP	Internal Connections – EMC AVAMAR Backup
WUSD-Y13-SERVERS	Internal Connections –Server Equipment Upgrade
WUSD-Y13-FIREWALL	Internal Connections –Firewall Equipment Installation
WUSD-Y13-InfraUpgrade	Internal Connections –Infrastructure Equipment Upgrade
WUSD-Y13-3COM	Internal Connections –3Com Voice Equipment Maintenance
WUSD-Y13-UPS	Basic Maintenance –Un-Interruptible Power Supply Upgrade

This document provides information for bidding Internal Connections and Basic Maintenance projects for the Washington Unified School District (WUSD). Telecommunications Services does not have any additional description with this document.

**KEY DATES**

Time is of the essence for the RFO submittal and contract completion. Respondents are advised of the key dates and times shown below and are expected to adhere to them.

<u>Event</u>	<u>Date</u>
Release of Instruction to Bidders / Bid Forms	January 11, 2010
Release of Summary of Projects	January 15, 2010
Bidder's Conference	February 2, 2010
Final Addenda Issue Date	February 5, 2010
Bidders Response Submission Due Date	February 9, 2010
Notice of Intent to Award	February 11, 2010

## **DISTRICT STANDARDS**

The District has chosen to standardize on methods and products that meet its objectives to deploy industry standards and best practices, reduce ongoing management, lower total cost of operation, and attain value by comparing the experiences of other school districts who have successfully implemented solutions to achieve the same objectives.

Please note the proposing vendor must be able to self perform 100% of the Scope of Work. Applicants must furnish and install all equipment, materials and incidental labor required for all work shown and/or specified in this bid. The description below is intended to clarify the project Scope for the vendor, but is in no way intended to limit scope that is reasonably inferable as being required by the bid.

### ***Cabling***

The District has selected BICSI, IEEE and NEC as the standards for installation and maintaining the District network support infrastructure. Panduit and General Cable PCI Certified Installation standards were selected for the lifetime warranty program and the intrinsic value of using certified installers.

### ***Network Servers***

Hewlett Packard DL series servers were selected as the District standard based on previous experience with the products, VMWare hardware certification, demonstrated dependability, integrated features, low power consumption and overall cost of ownership.

### ***Switching Equipment***

Enterasys switching equipment was selected as the District standard based on their policy management architecture. Enterasys has demonstrated the ability to perform on demand central deployment of security policies across a large network infrastructure in minutes potentially eliminating extended downtime from network offenders. Enterasys network products provide port level control to permit granular management of network access through easily modified global policies that can be deployed in seconds.

### ***Wireless***

Enterasys Hi-Path Wireless was selected as the district standard based on their centralized controller architecture and integration with Enterasys policy management.

***Backup Solution***

EMC has selected as the District standard for backups based on their Avamar de-duplication technology. Their unique design out performs other major de-duplication technology reducing the total cost of ownership for the District.

**SCOPE OF WORK**

Bidders must provide written responses for each of the projects listed on the following pages.

## SUMMARY OF PROJECTS

### ***WUSD-Y13-WLAN***

### ***WIRELESS LAN***

Bidder Requirements: C7 or C10, Enterasys Platinum Partner, RCDD, Microsoft Gold Partner

- A. Installation of Wireless LAN Infrastructure cabling to provide wireless connectivity to the following sites:
  - Bryte Elementary
  - Elkhorn Elementary
  - Riverbank Elementary
  - Stonegate Elementary
  - Westmore Oaks Elementary
  - Yolo High School
- B. Provide an Enterasys Wireless system inclusive of access points, centralized controllers to be located at the Districts core, and 1 year licenses and maintenance.
- C. Wireless System to be configured as/with
  - a. Web Portal for Guest Access (802.1X)
  - b. Student Access (802.1X)
  - c. Staff Access (802.1X)
  - d. Rogue detection
- D. Install one Ethernet CAT6 drop for each network device access (where needed).
- E. Provide detailed bill of materials and labor costs with bid submission
- F. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

### ***WUSD-Y13-EMAIL Microsoft Exchange 2010 Migration***

Bidder Requirements: Microsoft Gold Partner, VM Partner

- A. This project will migrate the existing districts email system of Exchange 2003 to Exchange 2010. Vendor will need to include all costs for the following items
  - a. HP DL Server for VMware
  - b. VMware VSphere Enterprise Licensing
  - c. Microsoft OS Licensing for
    - i. Exchange Server
  - d. Exchange 2010 Server License Std
  - e. Exchange User Cals's (Std) for 2500 Users
- B. Installation will include the following:
  - a. Rack and Stack
  - b. Installation of VMware

- c. Installation and Migration of Exchange
- d. Testing
- e. Documentation
- C. Provide a written plan listing procedures that will be taken to ensure the District experiences zero outages of District e-mail during the project migration
- D. Provide an implementation plan in Microsoft Project format for migrating existing Windows Exchange 2003 to 2010 indicating tasks, timelines and milestones.
- E. Provide a server virtualization plan and diagrams to indicate how you will add the new Exchange server into the existing VM servers at the District office.
- F. Provide detailed bill of materials and labor costs with bid submission
- G. Submit a quote and list totals on the bid forms provided in the "Instruction to Bidder's" packet.

**WUSD-Y13-BACKUP      EMC AVAMAR Backup Migration**

Bidder Requirements: EMC Partner

- A. Provide and install two 4TB EMC - Avamar backup solution to backup the following sites –

- Bryte Elementary
- Elkhorn Elementary
- Riverbank Elementary
- Stonegate Elementary
- Westmore Oaks Elementary
- Yolo High School

- B. Parts list as state below:

AVAMAR		
Hardware		
C13-PWR-12	2 C13 PWRCORDS W/ NEMA 5-15 PLUGS 125V 10A	6
AVM1INSTG2FG2	AVAMAR GEN2 2TB STORAGE NODE (FIELD INSTALLED)	4
AVM1NUTILFG2	AVAMAR GEN2 UTILITY/ACCELERATOR NODE (FIELD INST)	2
Software		
456-100-309	AVAMAR 1 TB INCR CAPACITY LICENSE	8
456-101-271	PROMO: DATA PROTECTION ADVISOR 1TB AVAMAR CAPACITY	4

- C. Installation will include
- a. Rack and Stack
  - b. Installation of Hardware and Software



- c. Testing
- d. Documentation
- D. Provide detailed bill of materials and labor costs with bid submission
- E. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

### **WUSD-Y13-SERVERS      Server Equipment Upgrade**

Bidder Requirements: Microsoft Gold Partner, HP Partner

**A. Installation of Servers to the following sites:**

- Bryte Elementary
- Elkhorn Elementary
- Riverbank Elementary
- District Office
- Stonegate Elementary
- Westmore Oaks Elementary
- Yolo High School

**B. Install one DNS\DHCP Server per site with the following requirements**

Servers Specifications	
Chassis	HP DL 360 G6 Server
Processor	Processor - Intel Xeon X5550 Quad Core or above
Storage	Hard Drive - Raid 5 with Hot Spare (SAS)
DVD	DVD
RAM	Ram - 4 GB
Power	Power - Redundant
Infrastructure Management	iLO 2 Advanced
OS	Windows 2008 Server with
User CALs	Windows 2008 User CALs – 3000 (District Office Only)

**C. Installation to include**

- a. Rack and Stack of equipment
- b. Installation and configuration of Windows 2008 server
- c. Migration from existing server to new server
- d. Testing
- e. Documentation
- D. Provide detailed bill of materials and labor costs with bid submission
- E. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

**WUSD-Y13-UPS****Un-interruptible Power Supply Upgrade**

A. Installation of UPS's to the following sites:

- Bryte Elementary
- Elkhorn Elementary
- Riverbank Elementary
- Stonegate Elementary
- Westmore Oaks Elementary
- Yolo High School

B. Provide a solution adequate to support network equipment listed with 20 minutes of run time.

Equipment List	
Core Router\Switch	Enterasys N5 (POE)
Servers	(2) HP DL360 G6 (Dual Power)
Monitor	Keyboard/Monitor Tray

C. Solution to include

- a. UPS
- b. SNMP Card
- c. Environmental Card

D. Installation to include

- a. Rack and Stack of equipment
- b. Installation and configuration of SNMP and Environmental Card
- c. Power where required (to be identified by Vendor)
- d. Testing
- e. Documentation

E. Provide detailed bill of materials and labor costs with bid submission

F. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

**WUSD-Y13-InfraUpgrade****Infrastructure Equipment Upgrade**

Bidder Requirements: Enterasys Platinum Partner

A. Installation of Network Infrastructure Equipment at the following sites:

- Bryte Elementary
- Elkhorn Elementary
- Riverbank Elementary
- Stonegate Elementary
- Westmore Oaks Elementary
- Yolo High School

B. Please refer to Appendix A for Parts List

- C. Installation to include
  - a. Rack and Stack
  - b. Configuration of "All" Equipment to district standards
  - c. Provide "All" required patch cords to ensure all connectivity is CAT 5E
  - d. Provide "All" required Fiber Patch cords
- D. Provide detailed bill of materials and labor costs with bid submission
- E. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

**WUSD-Y13-3COM      3COM Voice Equipment Maintenance**

- A. Annual renewal of 3COM Voice Equipment Maintenance Agreement for the following Sites and Equipment

Site	Device	Serial #
Elkhorn Elementary	V3000	973600833
Stonegate Elementary	V3000	973600891
Westmore Oaks Elementary	V3000	970700440
Yolo High School	V3000	980900205

- B. Provide detailed bill of materials and labor costs with bid submission
- C. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

**WUSD-Y13-FIREWALL      Firewall Equipment Installation**

- A. Provide and Enterprise Firewall solution for the District to support a 100MB internet connection.
- B. Installation to include
  - a. Rack and Stack
  - b. Migration of old Cisco PIX Firewall to new Firewall
  - c. Test
  - d. Documentation
- C. Provide detailed bill of materials and labor costs with bid submission
- D. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

**WUSD-Y13-MAINTENANCE      Basic Maintenance – Network**

Bidder Requirements: Enterasys Platinum Partner, 3Com Partner, Microsoft Gold Partner

- A. The District is seeking the assistance of technical service providers to provide technical support on the E-Rate eligible components of its network infrastructure. Technical support may include assistance in troubleshooting problems with the routers and switches, repairing/replacing faulty equipment, making necessary configuration changes, applying new revisions of operating software, etc.
- B. For existing equipment and new equipment (Vendor must supply support for all existing equipment until E-rate funds and then support new equipment)
  - a. Please see Appendix B for existing network equipment
  - b. Please see Appendix C for new equipment
- C. Provide detailed bill of materials and labor costs with bid submission
- D. Submit a quote for each school site and list totals on the bid forms provided in the "Instruction to Bidder's " packet.

## Appendix A

### Bryte

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	1
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	2
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	25
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	72
MGBIC-LC09	SFP (mini-GBIC) transceiver module - 1000Base-LX	
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	5
C2CAB-LONG	MATRIX C2 STACKING CABLE TOP SWCH TO BOTTOM (1M)	2

### Elkhorn

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	8
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	28
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	72
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	5

## River City

Part Number	Description	QTY
<b>Switches</b>		
N7-SYSTEM-R	MATRIX N7 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S16	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
7G-6MGBIC-B	NEM	3
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	52
D2G124-12	12-port 10/100/1000 switch with 2 SFP combo ports and power brick	13
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	100
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	15
C2CAB-LONG	MATRIX C2 STACKING CABLE TOP SWCH TO BOTTOM (1M)	24

## Riverbank

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	32
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	72
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	10

## Westfield

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	2
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	12
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	48
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	4

## Stonegate

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	1
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	4
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	16
MGBIC-LC09	SFP (mini-GBIC) transceiver module - 1000Base-LX	40
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	4

## Westmore

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	2
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	2
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	2
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	5
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	4
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	24
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	30
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	8

## Yolo High School

Part Number	Description	QTY
<b>Switches</b>		
N5-SYSTEM-R	MATRIX N5 BDL CHAS FAN TRAY TWO P/S	1
ES-SN-S15	SUPPORTNET NBD 24X7 PHONE SUP SVCAGR	1
N-EOS-L3	ENTERASYS OS ADV ROUTING MATRIX N-SERIES	1
7G4280-19	7G4280-19 Platinum DFE with 18 1000Base-X Ports via mini-GBIC	2
7G4285-49	DFE (Platinum) with 48 10/100/1000Base-TX PoE ports via RJ45 and 1 Network Expansion Module (NEM) slot	2
C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO	3
C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO	24
MGBIC-LC03	1000BASE-LX/LH (2KM) MINI GBIC MMF 1PT	54
C2CAB-SHORT	MATRIX C2 STACKING CABLE ONE PER SWCH (30 CM)	4



## Appendix B

Existing			
Bryte			
QTY	Manufacture	Model	Notes
1	Cisco	WS-C6509E	Core Router/Switch
17	Cisco	WS-3550-24PWR-SMI	Switches
5	Cisco	WS-C3524-PWR-XL-EN	Switches
5	Cisco	AIR-AP1232AG-A-K9	AP's
1	Dell	PowerEdge 4400	DNS Server
1	HP	DC5000	DHCP Server
Elkhorn			
QTY	Manufacture	Model	Notes
1	3Com	3CR17255-91	Core Router/Switch
2	3Com	3CR17259-91	Switches
28	3Com	3CR17571-91	Switches
5	3Com	3CR17572-91	Switches
7	Cisco	AIR-AP1232AG-A-K9	AP's
1	Dell	PowerEdge 4400	DNS Server
1	Dell	PowerEdge 2500	DHCP Server
Riverbank			
QTY	Manufacture	Model	Notes
1	Cisco	WS-C6509E	Core Router/Switch
30	Cisco	WS-C3524-PWR-XL-EN	Switches
9	Cisco	AIR-AP1232AG-A-K9	AP's
1	Dell	PowerEdge 2500	DNS Server
1	HP	DC5000	DHCP Server
Stonegate			
QTY	Manufacture	Model	Notes
1	3Com	3CR17255-91	Core Router/Switch
1	3Com	3CR17259-91	Switches
7	3Com	3CR17572-91	Switches
6	3Com	3CR17571-91	Switches

1	HP	Proliant DL360 G5	DNS\DHCP Server
<b>Westmore Oaks</b>			
<b>QTY</b>	<b>Manufacture</b>	<b>Model</b>	<b>Notes</b>
1	3Com	3CR17255-91	Core Router/Switch
1	3Com	3CR17259-91	Switches
24	3Com	3CR17571-91	Switches
8	Cisco	AIR-AP1232AG-A-K9	AP's
1	Dell	PowerEdge 4400	DNS Server
1	HP	DC5000	DHCP Server
<b>Yolo High</b>			
<b>QTY</b>	<b>Manufacture</b>	<b>Model</b>	<b>Notes</b>
1	3Com	3CR17255-91	Core Router/Switch
2	3Com	3CR17259-91	Switches
28	3Com	3CR17571-91	Switches
5	3Com	3CR17572-91	Switches
7	Cisco	AIR-AP1232AG-A-K9	AP's
1	Dell	PowerEdge 4400	DNS Server
1	Dell	PowerEdge 2500	DHCP Server

## Appendix C

ERATE Equipment (If funded by ERATE)			
Bryte			
QTY	Manufacture	Model	Notes
1	Enterasys	N5-SYSTEM-R	MATRIX N5
2	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
25	Enterasys	C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)
Elkhorn			
QTY	Manufacture	Model	Notes
1	Enterasys	N5-SYSTEM-R	MATRIX N5
8	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
28	Enterasys	C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)
Riverbank			
QTY	Manufacture	Model	Notes
1	Enterasys	N5-SYSTEM-R	MATRIX N5
32	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)
Stonegate			
QTY	Manufacture	Model	Notes
1	Enterasys	N5-SYSTEM-R	MATRIX N5
4	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
16	Enterasys	C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)

Westmore Oaks			
QTY	Manufacture	Model	Notes
2	Enterasys	N5-SYSTEM-R	MATRIX N5
4	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
24	Enterasys	C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)
Yolo High			
QTY	Manufacture	Model	Notes
1	Enterasys	N5-SYSTEM-R	MATRIX N5
3	Enterasys	C3G124-48P	STACK 48PT POE RJ45 W/ 4 SFP COMBO
24	Enterasys	C3G124-24P	STACK 24PT GIG POE W/ 4 SFP COMBO
TBD	Enterasys	WS-AP3610	DUAL RADIO 802.11A/B/G/N INDR AP INT DUAL-BAND ANT
1	HP	DL360 G6	HP DL360 G6 Server (Active Directory - DHCP/DNS)

# **Washington Unified School District**

## **E-Rate 2010-2011**

### **INSTRUCTION TO BIDDERS**

### **BID FORMS**

#### **TELECOMMUNICATIONS SERVICES**

#### **INTERNET ACCESS**

#### **INTERNAL CONNECTIONS**

#### **BASIC MAINTENANCE**

January 11, 2010

**Washington Unified School District**

**930 Westacre Road - West Sacramento, CA 95691**

## **E-Rate Year 2010-2011**

The Washington Unified School District (WUSD) plans to apply for telecommunications services and internal connections for E-Rate Year 2010. The E-Rate Year 2010 will commence July 1, 2010 and end June 30, 2011 (or beyond for multiyear contracts).

This document serves as notice that WUSD will accept bids from qualified vendors for telephone services, cellular services, data communication services, labor and materials for data/fiber optic cabling, network equipment, and network equipment maintenance.

All work pursuant to this Bid shall be contingent upon 85% or greater E-Rate funding. In the event of lesser funding, WUSD may accept all or parts of the bid proposal, at the discretion of WUSD.

WUSD reserves the right to accept or reject any or all bids or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. This Bid is let pursuant to Public Contract Code 20118.2.

## **Bid Requirements**

This document serves as an informational document for vendors to review WUSD needs for telephone services, cellular services, data communication services, labor and materials for data/fiber optic cabling, network equipment, and maintenance of network equipment.

Vendors who are interested in bidding are required to submit official bid documents. The official bid documents may be obtained from Tom McNinch, WUSD Technology Services, 930 Westacre Road, West Sacramento, CA 95691, or by calling (916) 375-7604 x1412, or by emailing [tmcninch@wusd.k12.ca.us](mailto:tmcninch@wusd.k12.ca.us).

Vendors who are bidding for **INTERNAL CONNECTIONS** are **REQUIRED** to attend a mandatory site walkthrough with the WUSD staff. Vendors should request the Summary of Projects document to fully understand projects that are to be bid. The **mandatory site walkthrough** will be held on **February 2, 2010** at 9:00 am at the District Office in the Conference Room at **930 Westacre Road, West Sacramento, CA 95691**.

Technical specifications related to each Bid request can be obtained at the site walkthrough or by contacting WUSD with questions specific to the request. All questions must be submitted in writing by **February 4<sup>th</sup>, 2010** and will be distributed to all potential bidders by **February 5<sup>th</sup>, 2010**.

Vendors must provide their Service Provider Identification Number (SPIN) as part of their bid response. WUSD will reject any bid submissions that do not have a SPIN.

Each item offered for bid is identified by WUSD-Y13-XXX. Vendors may bid on all or some of the items. For each bid proposed, vendors are required to indicate the actual bid amount in the "Unit Price Bid" column on the forms provided in this document. WUSD will reject all bid submissions where the actual bid amount is not indicated in the "Unit Price Bid" column. Vendors must include supplemental information requested such as product specifications, documentation samples, testimonials, etc. However, such types of information do not represent valid bids unless the actual bid amount is indicated in the "Unit Price Bid" column.

Vendors shall include a separate quotation for each bid item. Please refer to this document for required bid information that must be included with your response. Vendors shall also use the appropriate forms in this document as format for the quotations.

## **Bid Response Requirements**

Responses must contain all requested information and data and conform to the format described in this section. It is the Respondent's responsibility to provide all necessary information for the District to evaluate the response, verify requested information and determine the Respondent's ability to perform the tasks and activities defined in the "Scope of Work" stated previously in this document.

The Respondent must submit two (2) copies of its response to the District Representative contact name and address contained in the BID REQUIREMENTS section of this document.

The Respondent must state receipt of all addenda issued (if any). The offer should be clear, concise, complete, well organized and demonstrate Respondent's qualifications and its ability to follow instructions. Provide the ORIGINAL & COMPLETE bid, signed in BLUE ink, containing ALL bid forms and addenda with SPIN and actual bid amounts indicated in the appropriate areas, and separate quotations using the forms provided.

### **1. Submittal Cover**

State the BID's title and submittal due date, the name, address, e-mail address, fax number, and telephone number of responding firm (or firms, if there is a joint venture or association).

### **2. Table of Contents**

Include a complete and clear listing of headings and pages to allow easy reference to key information

### **3. Cover Letter**

Include a cover letter signed by an officer of the firm submitting the offer, or signed by another person with authority to act on behalf of and bind the firm. The letter should certify that the information contained in the offer is true and correct. Please also indicate the contact person(s) for the Project.

### **4. Proposal Summary**

Use Attachment "A" Proposal Form, or a rendition of it to identify and summarize proposed project cost by system. Separate labor and material costs for each system(s).

### **5. Scope and Description of Work to be Performed**

Include a detailed description of Work, including technical criteria referred to in the "Selection Process" section below, materials description, quantities, manufacturer, and part numbers.

### **6. General Information About Your Firm**

Include number of employees, years in business, and name of owner(s), home office location, local office location (if different), types of licenses held, primary business types and market areas. Also include Administrative Criteria referred to in the "Selection Process" below.

**7. Contractor's License**

Relocation of power is included in this project. Respondents must hold a C-10 Contractor's License with an active, valid and in good standing license with the California Contractors State License Board. Provide the following information for the license:

- Name of license holder exactly as on file
- License Classification
- License Number
- Date Issued
- Expiration Date
- Whether license has been suspended or revoked in the past five (5) years. (If so, please explain.)

**8. WSCA Contract Information**

Respondents must be listed on the current WSCA contract

**9. Evidence of Insurance**

Contractor selected will obtain, provide, pay for and be solely responsible for workers' compensation, business liability, public liability, comprehensive insurance and requisite federal, state and local income taxes, employee benefit contributions, including but not limited to, FICA, SDI, workers' compensation, and unemployment insurance for Contractor and Contractor's employees, agents, and all other persons or entities providing services for or on behalf of Contractor, if any. WUSD and Contractor understand and agree that WUSD has neither responsibility for nor the right to control Contractor with respect to any of the foregoing described obligations. The Contractor must also provide a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than \$2,000,000 aggregate and \$1,000,000 per occurrence. WUSD shall be named as a certificate holder. WUSD insurance shall be deemed secondary and non-contributory.

**10. Department of Justice Clearance**

The Respondent must be able to provide self-certification of DOJ clearance for proposed Project participants at time of the offer.

**11. Past Performance Record**

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

- Failure to enter into a contract once selected within the last five (5) years
- Withdrawal of a proposal as a result of an error within the last five (5) years
- Termination or failure to complete a contract within the last five (5) years.
- Debarment by any municipal, county, state, federal or local agency.



- Involvement in litigation, arbitration or mediation with a public client in California within the last five (5) years.
- Conviction of the firm or its principals for violating a federal or state law related to contract performance.
- Falsification of information of submission of deceptive or fraudulent statements in connection with a contract.

## **12. Certifications**

Include documentation for the following required certifications:

1. Enterasys Platinum Partner
2. Microsoft Gold Partner –Networking Infrastructure specialization
3. Enterasys HiPath Wireless Partner
4. Hewlett Packard (Education Partner/ WSCA)
5. Cisco (Certified Partner)
6. Panduit PCI Company Certification
7. RCDD – Provide payroll information to support RCDD is employed by your company (FTE)
8. Fluke DTX-1800 MX 120 Cable testing certification
9. C7 or C10 (preferred) California Contractor's License

## **13. Contracts**

WSCA Contract for HP, Enterasys/Siemens, Cisco products

## **14. Bonding**

A Bid Bond in the aggregate amount of all items bid is required with the bidders response. All public works projects will require bonding. Bid bonds may be reduced to the respective amounts awarded and upon such award a Performance Bond shall be substituted to assure the maintenance of prices bid for 180 days after the date of the E-Rate 2010 Funding Commitment Decision Letter, and to assure completion of public works projects and/or complete delivery of material, equipment, supplies, and/or services with 120 days after the date of the WUSD purchase order (or within E-Rate guidelines), in addition to all other terms and conditions of the Agreement (an example of which, is included herein)

The "Internal Connections-Data Wiring" section of this bid shall be considered a Public Works Project (this is a prevailing wage project) and will require the submittal of Performance and Payment bonds upon award.

Vendor shall procure all surety bonds that are required in this Bid. Bids for items WUSD-Y13-XXX that are stated in the bid and must be returned in a sealed envelope, identified by **bid number**, and addressed to WUSD Technology Services 930 Westacre Road, West Sacramento, CA 95691 – Attention E-Rate Coordinator

**WUSD WILL REJECT ANY BID SUBMISSIONS THAT FAIL TO MEET THE ABOVE MENTIONED BID SUBMISSION REQUIREMENTS, INCLUDING BIDS SENT VIA EMAIL AND/OR FAX.**

### **Bidder Service Contracts Requirements**

Bidder must comply with the following requirement for their Service Contract bid proposals to be deemed responsive –

1. Bidder must have an established physical place of business within 30 minutes of all District sites at the time of this bid offering.
2. Bidders will not be permitted to use a sub-contractor to deliver services for contracts offered by the District.

**WUSD WILL REJECT ANY BID SUBMISSIONS THAT FAIL TO MEET THE ABOVE MENTIONED BID QUALIFICATIONS, INCLUDING BIDS SENT VIA EMAIL AND/OR FAX.**

## **Bid Submission Deadline**

The deadline for submitting bids is **February 9, 2010 at 10:00:00 AM** Pacific Standard Time (PST) or earlier. WUSD shall use the official U.S. time that is provided by the web site <http://www.time.gov/timezone.cgi?Pacific/d/-8/java> to determine if the submission has met the deadline.

All bids shall be properly signed and sealed. Your proposal shall be submitted in sealed envelopes which shall be clearly addressed and marked on the outside as follows:

SEALED BID  
PROPOSAL NUMBER  
DATE OF YOUR PROPOSAL  
CONTRACTOR NAME & ADDRESS  
"AUTHORIZED OPENING ONLY"

***Note: It is the total responsibility of the Vendor to return bids to WUSD by the required date, time, and place. The WUSD TServices office is closed daily between 12:00 noon and 1:00 P.M. and on weekends and holidays.***

## **Bid Assessment**

With the exception of bids pertaining to **Public Works Project**, WUSD shall evaluate all valid bids deemed responsive on the following criteria

1. Cost Criteria (Price/Charges)
2. Administrative Criteria
  - California K-12 public school experience of firm
  - Organization personnel / project team members
  - Resumes of team management
  - List of sub-contractors
3. Technical Criteria
  - Contractor Certifications
  - Statement of Work
  - References from similar projects to support statement of work
  - Support plan / Escalation plan

Pursuant to Public Contract Code §20118.1, the weighted relevance of the evaluation criteria is ranked above with #1 (Price/Charges criterion) having the greatest weight followed by #2 and #3 (weighted evenly). The weight of each criteria shall be determined by WUSD prior to the opening of the bid. For each item 470 tendered, the vendor shall be assigned a score on a scale of 1 – 5 for each of the above criteria.

For Use Subcontractor, a score of 5 shall be assigned when a vendor DOES NOT use a subcontractor to perform the work. Meanwhile a score of 1 shall be assigned when a vendor DOES use a subcontractor to perform the work. For the remaining criteria, a score of 5 shall indicate the best, while a score of 1 shall indicate the worst. With the exception of Price/Charges and Use Subcontractor, the score of 3 shall indicate undecided/unknown.

## **BID FORMS**

Vendors are required to submit the following bid forms with their response. All other required information should also be provided separately.

## Bid Form for Telecommunications Services – WUSD-Y13-TELCOM

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid# WUSD-Y13-TELCOM		Telecommunications Services – Long Distance, PRI			
Item	E-Rate Eligible?	Description	Quantity	Unit Price Bid	Total Bid Price
1		District Telecom Services			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internet Services**  
**Cellular Internet- WUSD-Y13-CELL**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

<b>Bid# WUSD-Y13-CELL</b>		<b>Internet Services – Data Service for Personal Communications Devices</b>			
Item	E-Rate Eligible?	Description	Quantity	Unit Price Bid	Total Bid Price
1		District Cellular Internet Service			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Telecommunications Services -Intra-site WAN Connectivity  
WUSD-Y13-MAN**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

<b>Bid# WUSD-Y13-MAN</b>		<b>Telecommunications Services – Intra-site Fiber Optic MAN</b>			
Item	E-Rate Eligible?	Description	Quantity	Unit Price Bid	Total Bid Price
1		Alyce Norman Elementary School			
2		Bridgeway Island School			
3		Bryte Elementary School			
4		Elkhorn Village Elementary			
5		River City High School			
6		Riverbank Elementary			
7		Southport Elementary			
8		Stonegate Elementary			
9		Westfield Village Elementary			
10		Westmore Oaks Elementary			
11		Yolo High School			
12		District Office			
<b>Total</b>					
<b>Sales Tax(%)</b>					
<b>Other</b>					
<b>Subtotal</b>					
<b>TOTAL BID</b>					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internet Services – Data  
WUSD-Y13-INTERNET-D**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

<b>Bid #</b>		<b>Internet Services – Data Service Internet Connectivity for Computers</b>			
Item	E-Rate Eligible?	Description	Quantity	Unit Price Bid	Total Bid Price
1		District Internet Access			
<b>Total</b>					
<b>Sales Tax(%)</b>					
<b>Other</b>					
<b>Subtotal</b>					
<b>TOTAL BID</b>					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.



**Bid Form for Internal Connections – Wireless LAN Upgrade**  
**WUSD-Y13-WLAN**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-WLAN	Internal Connections – WIRELESS LAN UPGRADE			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School			
2		Elkhorn Village Elementary			
3		Riverbank Elementary			
4		Stonegate Elementary			
5		Westmore Oaks Elementary			
6		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – Microsoft Exchange 2010 Migration**  
**WUSD-Y13-EMAIL**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-EMAIL	Microsoft Exchange 2010 Migration			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School Elkhorn Village Elementary Riverbank Elementary Stonegate Elementary Westmore Oaks Elementary Yolo High School			
				Total	
				Sales Tax(%)	
				Other	
				Subtotal	
				TOTAL BID	

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – Backup Migration**  
**WUSD-Y13-BACKUP**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-BACKUP	EMC AVAMAR Backup Migration			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School Elkhorn Village Elementary Riverbank Elementary Stonegate Elementary Westmore Oaks Elementary Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – Server Upgrade**  
**WUSD-Y13-SERVERS**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-SERVERS	Server Equipment Upgrade			
Item	Quote Number	Description	Non-Eligible	Eligible	Total Bid Price
1		Bryte Elementary School			
2		Elkhorn Village Elementary			
3		Riverbank Elementary			
4		Stonegate Elementary			
5		Westmore Oaks Elementary			
6		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – UPS Upgrade**  
**WUSD-Y13-UPS**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-UPS	Uninterruptable Power Supply Upgrade			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School			
2		Elkhorn Village Elementary			
3		Riverbank Elementary			
4		Stonegate Elementary			
5		Westmore Oaks Elementary			
6		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – Enterasys Equipment Maintenance**  
**WUSD-Y13-INFRAUPGRADE**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-ENTERASYS	Enterasys Equipment Maintenance			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School			
2		Elkhorn Village Elementary			
3		Riverbank Elementary			
4		Stonegate Elementary			
5		Westmore Oaks Elementary			
6		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – 3Com Equipment Maintenance**  
**WUSD-Y13-3COM**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-3COM	3Com Equipment Maintenance			
Item	Part Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Elkhorn Village Elementary			
2		Stonegate Elementary			
3		Westmore Oaks Elementary			
4		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

**Bid Form for Internal Connections – Firewall Upgrade**  
**WUSD-Y13-FIREWALL**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-FIREWALL	Firewall Equipment, Installation & Maintenance			
Item	Quote Number	Description	Non-Eligible	Eligible	Total Bid Price
1		Bryte Elementary School Elkhorn Village Elementary Riverbank Elementary Stonegate Elementary Westmore Oaks Elementary Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.



**Bid Form for Internal Connections – Basic Maintenance**  
**WUSD-Y13-MAINTENANCE**

<b>Vendor Name</b>		<b>SPIN</b>	
--------------------	--	-------------	--

Bid#	WUSD-Y13-MAINTENANCE	Basic Maintenance - Network			
Item	Quote Number	Description	Non-Eligible	E-Rate Eligible	Total Bid Price
1		Bryte Elementary School			
2		Elkhorn Village Elementary			
3		Riverbank Elementary			
4		Stonegate Elementary			
5		Westmore Oaks Elementary			
6		Yolo High School			
Total					
Sales Tax(%)					
Other					
Subtotal					
TOTAL BID					

Bidders must attach separate Quotes and all bid response requirements as stated in the bid document.

## OFFERER INFORMATION

DATE: \_\_\_\_\_

TO THE BOARD OF TRUSTEES

WASHINGTON UNIFIED SCHOOL DISTRICT

WEST SACRAMENTO, CALIFORNIA

LADIES & GENTLEMEN:

Pursuant to your Notice to Bidders and in compliance with the Instructions to Bidders, the undersigned having carefully examined the Contract Documents hereby proposes and agrees to furnish any and all required materials, equipment, transportation and services necessary to complete all work in accordance with the specifications and other contract documents as prepared and adopted by the WASHINGTON UNIFIED SCHOOL DISTRICT.

BID# \_\_\_\_\_

BID NAME \_\_\_\_\_

Company Name	
Company Address	
By	
Signature	
Title	
Phone	
Email	

## LEGAL FORM OF BUSINESS ORGANIZATION

The Business Organization shall check one of the following classifications which fits its type of organization and furnish all information required under that classification:

☐ THE ORGANIZATION IS AN INDIVIDUAL

Individual Name	
-----------------	--

☐ THE ORGANIZATION IS AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

Firm Name	
-----------	--

☐ THE ORGANIZATION IS A CO-PARTNERSHIP

Full name of all the partners


☐ THE ORGANIZATION IS A CORPORATION

Full Name of Corporation	
Incorporation in the state of	
Revenue for FY 2009	
# Years in Business	

## VALIDATION OF BID

The undersigned herewith verifies that all information contained in this proposal is correct and that the price quoted has been arrived at independently. Neither the bid price nor the approximate amount of the bid has been or will be disclosed to other bidders. Furthermore, I attest that no attempt has been or will be made to induce any other entity to refrain from bidding or to submit any collusive or complementary bid on the proposed contract, and that the bid is made in good faith.

Signature: \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Attention: Bids are not valid unless signed by an Officer of the company authorized to sign such a bid.

## REFERENCES

List three California school districts, their addresses and person(s) that can be contacted to verify the work your company provided. All references will be contacted.

### Reference 1

<b>School District</b>	
Address	
Contact	
Title	
Phone	
Email	
Projects / Services	

### Reference 2

<b>School District</b>	
Address	
Contact	
Title	
Phone	
Email	
Projects / Services	

Reference 3

<b>School District</b>	
<b>Address</b>	
<b>Contact</b>	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Projects / Services</b>	

## PAYMENT BOND FOR PUBLIC WORKS

**KNOW ALL MEN BY THESE PRESENTS:** That

**WHEREAS**, the **GOVERNING BOARD OF THE WASHINGTON UNIFIED SCHOOL DISTRICT** (hereinafter designated as "Public Entity") by resolution passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2010 has awarded to \_\_\_\_\_ hereinafter designated as the "Principal," a contract for the work described as follows:

### WASHINGTON UNIFIED SCHOOL DISTRICT

930 WESTACRE ROAD, WEST SACRAMENTO, CA. 95691

Cabling Infrastructure (Public works infrastructure)

**WHEREAS**, said Principal is required by chapter 5 (commencing at section 3225) and Chapter 7 (commencing at section 3247), Title 15, Part 4, Division 3 of the California Civil Code to furnish a bond in connection with said contract.

**NOW THEREFORE**, we, the Principal and \_\_\_\_\_ as Surety, are held and firmly bound unto the Public Entity in the penal sum of \$ \_\_\_\_\_ (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDIDTION OF THIS OBLIGATION IS SUCH** that if the above named Principal, his or her subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in section 3181 of the California Civil Code, or amounts due under the Unemployment insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to section 18806 of the California Revenue and Taxation Code, with respect to such work and labor the surety or sureties will pay for the same, in an amount not exceeding the sum hereinabove specified, and also, in case suit is brought upon this bond, all litigation expenses incurred by the Public Entity in such suit, including reasonable attorney's fees court costs, expert witness fees and investigation expenses.

This bond shall insure to the benefit of any of the persons named in section 3181 of the California Civil Code, so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract

or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or Public Entity and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in section 3110 or 3112 of the California Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

And said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed there under, or the specifications accompanying the same, shall in anywise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the specifications.

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including attorneys' fees, court costs, expert witness fees and investigation expenses.

**IN WITNESS WHEREOF**, this instrument has been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Company Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

(Attach required acknowledgements)

Surety \_\_\_\_\_

Attorney-in-Fact \_\_\_\_\_



## PERFORMANCE BOND

**KNOW ALL MEN BY THESE PRESENTS:** That

**WHEREAS**, the **GOVERNING BOARD OF THE WASHINGTON UNIFIED SCHOOL DISTRICT** (hereinafter designated as "Public Entity") by resolution passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2010 has awarded to \_\_\_\_\_ hereinafter designated as the "Principal," a contract for the work described as follows:

### WASHINGTON UNIFIED SCHOOL DISTRICT

930 WESTACRE ROAD, WEST SACRAMENTO, CA. 95691

Cabling Infrastructure (Public works infrastructure)

**WHEREAS**, said Principal is required under the terms of said contract to furnish a bond for the faithful performance of said contract,

**NOW THEREFORE**, we, the Principal and \_\_\_\_\_ as Surety, are held and firmly bound unto the Public Entity in the penal sum of \$ \_\_\_\_\_ (\$ \_\_\_\_\_) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH** that if the above named Principal, his/her, executors, administrators, successors or assigns, shall in all things stand to and abide by and well and truly keep and perform, the covenants, conditions and agreements in the said contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to his or her true intent and meaning, and shall indemnify and save harmless the Public Entity, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

And said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed there under, or the specifications accompanying the same, shall in anywise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the specifications.

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including attorneys' fees, court costs, expert witness fees and investigation expenses.

**IN WITNESS WHEREOF**, this instrument has been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Principal \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

(Attach required acknowledgements)

Surety \_\_\_\_\_

Attorney-in-Fact \_\_\_\_\_

**From:** [sldnoreply@sl.universalservice.org](mailto:sldnoreply@sl.universalservice.org)  
**To:** [rlarson@erate360.com](mailto:rlarson@erate360.com);  
**Subject:** RE: Initial Contact, Case 22-244571  
**Date:** Wednesday, June 29, 2011 9:21:05 AM

---

Thank you for your inquiry. USAC does not have a specific definition for a Request for Proposal. Any document that provides information with the intention of receiving bids for specific services is technically an RFP. Even the 470 itself can be considered an RFP if you do not have a separate document for this purpose.

If you have any further questions, please feel free to contact our Schools and Libraries Helpline at 1-888-203-8100. Please remember to visit our website for updates: <http://www.usac.org/sl>

Thank you,  
Schools and Libraries Division  
Universal Service Administrative Company

-----Original Message-----

From: [rlarson@erate360.com](mailto:rlarson@erate360.com)  
Subject: Initial Contact

[FirstName]=Richard  
[LastName]=Larson  
[JobTitle]=Compliance Officer  
[EmailAddress]=[rlarson@erate360.com](mailto:rlarson@erate360.com)  
[WorkPhone]=8885357771102  
[FaxPhone]=8665693019  
[PreviousCaseNumber]=0

[FormType]=Other  
[Owner]=TCSB  
[DateSubmitted]=6/28/2011 5:08:45 PM  
[AttachmentFlag]=N[Question2]=Please provide us with a definition of what an Request for Proposal (RFP) is, including the purpose and essential features of an RFP. We have searched the SLD and FCC websites and the Form 470 instructions for such a definition, and have found numerous references that suggest why we might prepare an RFP, that delve into the relationship between a Form 470 and an RFP, that detail the consequences of mis-timing the filing of an RFP and a Form 470, etc., but nothing that defines what an RFP is - the essential ingredients and fundamental purpose of an RFP. We have found a

number of definitions of an RFP on the internet, but nothing on the SLD or FCC websites or in the Form 470 instructions. Please provide us with SLD's definition of what an RFP is, including the purpose and essential features of an RFP.

Thank you.

**▲ Encarta Dictionary: English (North America)****▲ re·quest for pro·pos·al (noun)**

re·quest for pro·pos·al (*re·quests for pro·pos·al*)

**invitation to bid**

a proposal made by a commercial organization inviting bids from possible suppliers of a product or service, or by a government or other funding agency inviting bids from possible research bodies

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## Request for Proposal Law & Legal Definition

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A request for proposal is a written request asking contractors to submit specifications and prices that fit the customer's requirements. A request for proposal is a notice issued when an organization wants to buy something and chooses to make the specifications available to many other companies so they can submit competitive bids. Often a contractor will conduct a needs analysis to help ensure the request for proposal will match the actual needs of customer.

## Request For Proposal - RFP



### What Does *Request For Proposal - RFP* Mean?

A type of bidding solicitation in which a company or organization announces that funding is available for a particular project or program, and companies can place bids for the project's completion. The Request For Proposal (RFP) outlines the bidding process and contract terms, and provides guidance on how the bid should be formatted and presented. A RFP is typically open to a wide range of bidders, creating open competition between companies looking for work.

# Request for proposal

From Wikipedia, the free encyclopedia

A **request for proposal (RFP)** is issued at an early stage in a procurement process, where an invitation is presented for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service. The RFP process brings structure to the procurement decision and is meant to allow the risks and benefits to be identified clearly upfront.<sup>[1]</sup>

The RFP may dictate to varying degrees the exact structure and format of the supplier's response. Effective RFPs typically reflect the strategy and short/long-term business objectives, providing detailed insight upon which suppliers will be able to offer a matching perspective.<sup>[2]</sup>

Similar requests include a request for quotation and a request for information.

In principle, a RFP

- informs suppliers that an organization is looking to procure and encourages them to make their best effort.
- requires the company to specify what it proposes to purchase. If the requirements analysis has been prepared properly, it can be incorporated quite easily into the Request document.
- alerts suppliers that the selection process is competitive.
- allows for wide distribution and response.
- ensures that suppliers respond factually to the identified requirements.
- is generally expected to follow a structured evaluation and selection procedure, so that an organization can demonstrate impartiality - a crucial factor in public sector procurements.



## Request for Proposal

Also found in: [Medical](#), [Financial](#), [Acronyms](#), [Encyclopedia](#)

0.03 sec.

(redirected from *RFP*)

### [Webster's Dictionary](#)

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## Request for proposal

A **request for proposal (RFP)** is an early stage in a [procurement](#) process, issuing an invitation for suppliers, often through a [bidding](#) process, to submit a [proposal](#) on a specific [commodity](#) or [service](#). The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly upfront.<sup>[1]</sup>

The RFP may dictate to varying degrees the exact structure and format of the supplier's response. Effective RFPs typically reflect the strategy and short/long-term business objectives, providing detailed insight upon which suppliers will be able to offer a matching perspective.<sup>[2]</sup>

Similar requests include a request for quotation and a request for information.

**Schools and Libraries Universal Service  
Description of Services Requested and Certification Form**

Estimated Average Burden Hours Per Response: 4 hours

**Instructions for Completing the  
Schools and Libraries Universal Service  
Description of Services Requested and Certification Form (FCC Form 470)**

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- Although it is not required, we encourage you to file your Form 470 online. This speeds the processing of your form, reduces errors, and avoids rejection due to failure to meet Minimum Processing Standards.
- Do you qualify for E-certification? (See “For Applicants Filing This Form Online” below.) If you do, you may obtain a User ID and a PIN and certify your Form 470 online as well.
- Review the “MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENTS” for Manual Filers, if you are filing on paper.
- **The purpose of the FCC Form 470 is to open a competitive bidding process for the services desired.**
- An applicant cannot seek discounts for services in a category of service on the Form 471 if those services in those categories were not indicated on a Form 470.
- The Form 470 MUST be completed by the entity that will negotiate with potential service providers.
- The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder. If a service provider is involved in preparing the Form 470 and that service provider appears on the associated Form 471, this will taint the competitive process and lead to denial of funding requests that rely on that Form 470.
- The Form 470 applicant is responsible for ensuring an open, fair competitive process and selecting the most cost-effective provider of the desired services, with price as the most heavily weighted factor in the evaluation.
- Required documents MUST be retained for a period of at least five years after the last day of service delivered. You may be audited pursuant to participation in the schools and libraries program.

## NOTICE

Section 54.504 of the Federal Communications Commission's (FCC) rules requires all schools and libraries requesting universal service discounts to file—individually, or as a district or system, or as a consortium—this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, which is the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). 47 C.F.R. § 54.504. For purposes of this form, the Universal Service Administrator will be referred to as the SLD. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data collected in FCC Form 470 will be used to ensure that schools and libraries and any consortia they comprise comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

If you do not provide the information requested on this form, the processing of your application will be delayed and your application may be returned to you without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.* An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average four hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden, to the Federal Communications Commission, Performance Evaluation and Records Management Branch, Washington, DC 20554.

## I. INTRODUCTION

On May 7, 1997, the Commission adopted rules providing discounts on eligible Telecommunications Services, Internet Access, and Internal Connections for eligible schools and libraries. To initiate the required competitive bidding process, begin by filing FCC Form 470 with the SLD. The SLD will post this Form 470 on the SLD web site. Contracts for newly contracted services or the selection of service providers for tariffed or month-to-month services cannot occur earlier than 28 days after either the descriptions set forth in the relevant Form 470 posted on the SLD web site [www.sl.universalservice.org](http://www.sl.universalservice.org) or the public availability of your RFP, whichever is later. The SLD will notify the applicant of the date that the applicant's request is posted and the date on which the 28-day waiting period ends based on the date that the Form 470 was posted to the web site. Complete program information — including more information on the competitive bidding requirement — is posted to the Schools and Libraries Division (SLD) web site at [www.sl.universalservice.org](http://www.sl.universalservice.org). You may also contact the SLD Client Service Bureau. (See "Assistance in Completing This Form" below.)

## II. REQUIREMENTS AND GENERAL INSTRUCTIONS

### A. Who Must File

Schools and libraries requesting universal service discounts must seek competitive bids using Form 470. The entity that will negotiate with potential service providers must complete Form 470. The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder.

For purposes of the universal service support mechanism, schools must meet the statutory definition of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. § 7801(18) and (38). An elementary school is a non-profit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under state law. 47 C.F.R. § 54.500(b) and 20 U.S.C. § 7801(18). A secondary school is a non-profit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under state law, except that such term does not include any education beyond grade 12. 47 C.F.R. § 54.500(j) and 20 U.S.C. § 7801(38). Schools operating as for-profit businesses or who have endowments exceeding \$50 million are not eligible. 47 C.F.R. § 54.501(b)(2) and (b)(3).

Libraries must meet the statutory definition of library or library consortium found in the Library Services and Technology Act, Pub. L. No. 104-208, sec. 211 *et seq.*, 110 Stat. 3009 (1996) (LSTA) and must be eligible for assistance from a state library administrative agency under that Act. A library includes: "(1) a public library; (2) a public elementary school or secondary school library; (3) an academic library; (4) a research library, which for the purposes of this definition means a library that: (i) makes publicly available library services and material suitable for scholarly research and not otherwise available to the public; and (ii) is not an integral part of an institution of higher education; and (5) a private library, but only if the state in which such private library is located determines that the library should be considered a library for purposes of this definition." 47 C.F.R. § 54.500(c). A library's eligibility for universal service funding also depends on its funding as an independent entity. **Only libraries whose budgets are completely separate from any schools (including, but not limited to, elementary and secondary schools, colleges and universities) shall be eligible to receive discounted services under the universal service support mechanism.** 47 C.F.R. § 54.501(c)(2). For example, an elementary school library would only be eligible to receive discounted services if its budget were completely separate from the elementary school. If its budget

were not completely separate from the elementary school, the elementary school library would not be eligible for support independent from the school with which it is associated.

A library consortium is "any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries." 47 C.F.R. § 54.500(d).

Libraries operating as for-profit business shall not be eligible for discounts. 47 C.F.R. § 54.501(c)(3).

## **B. When, Where, and How Many Forms 470 to File**

### **When:**

Beginning with the application process for Funding Year 2000 (July 1, 2000 through June 30, 2001), you are required to file Form 470 in the current application period only if you are applying for discounts for one of the following types of services:

- Tariffed or month-to-month services for which you do not have a signed, written contract.
- Services for which a new written contract is sought for the funding year in Item 2. Services under a multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

You may file Form 470 after the SLD posts notice and when you begin your procurement process, as long as it is at least 28 days before you select your service provider and file Form 471 for those above services. Services covered by a **qualified existing contract** for all or part of the funding year, including multi-year contracts signed pursuant to the posting of a Form 470 in a previous funding year, do not require the filing of a Form 470, since you are not seeking bids for these services. A qualified existing contract is:

- a signed, written contract executed pursuant to the posting of a Form 470 in a previous funding year,  
OR
- a contract signed on or before 7/10/97 and reported on a Form 470 in a previous year as an existing contract.

Notice will be posted each year on the SLD web site when we will begin accepting Forms 470 for posting for the upcoming funding year. It is your responsibility to check the SLD web site, or contact the SLD Client Service Bureau (CSB) – see “Assistance in Completing this Form” below – to get the announcement of the filing window dates. In general, this notice will be posted at least 12 months before the start of the appropriate funding year. The precise timeframe for filing Form 470 depends on the kind of service you are seeking.

## **Where:**

If you are seeking support for eligible services not covered by a qualified, existing contract, you must file Form 470. The Form 470 must be filed **either online at the SLD web site, or on paper at the address listed at the bottom of the form (SLD Form 470, P.O. Box 7026, Lawrence, Kansas 66046-7026).** For express delivery or U.S. Postal Service Return Receipt Requested, send to: **SLD Forms, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone (888) 203-8100. **DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FCC.**

## **How many:**

You may file one Form 470 for all of the services for which you are required to file Form 470, or you may file separate Forms 470 for each type of service. Also, an individual school or library may be covered by more than one Form 470 filed by different consortia for different services.

## **After your Form 470 is posted:**

Once you file your Form 470, it is posted to the SLD web site for competitive bidding. Your form must be posted for at least 28 days on the SLD web site before you can sign a contract or enter into an agreement for services, and before you can sign or submit an FCC Form 471. After you sign a contract or select a vendor, you (or the billed entities you represent) can initiate the next step in the application process, the filing of FCC Form 471. Upon processing or posting of the Form 470, the SLD will notify you of the date upon which you may sign a contract or select a vendor for new services or file Form 471. 47 C.F.R. §54.504(b)(4). This date will be referred to as the “Allowable Vendor Selection/Contract Date.”

### **C. Assistance in Completing This Form**

There are several sources of assistance to guide you in completing this form. If you complete this form online on the SLD web site, prompts may occur to assist you as you enter information. Whether you file online or on paper, you are also urged to consult the Reference Area of the SLD web site for additional program guidance that may be useful in completing this form. You may also contact the SLD Client Service Bureau (CSB) by e-mail using the “Submit a Question” link on the SLD web site, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

### **D. Compliance**

Schools and libraries filing false information are subject to penalties for false statements under Title 18 of the United States Code, 18 U.S.C. § 1001. FCC rules require that program participants retain all documents to demonstrate compliance with the statute and FCC rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. Thus, if applicants represent multiple entities, collect data from those entities, and add up that data, they must retain those data sheets for five years. If an applicant is audited, it must be prepared to make the worksheets and other records used to compile these forms available to the auditor and/or the SLD, and it must be able to demonstrate to the auditor and/or SLD how the entries in its application were derived. The following descriptive list is provided to illustrate documents that service providers and program beneficiaries must retain pursuant to program recordkeeping requirements, but can't be considered exhaustive:

- *Pre-bidding Process* – Beneficiaries must retain the technology plan and technology plan approval letter. If consultants are involved, beneficiaries must retain signed copies of all written agreements with E-rate consultants.
- *Bidding Process* – All documents used during the competitive bidding process must be retained. Beneficiaries must retain documents such as: RFP(s) including evidence of the publication date; documents describing the bid evaluation criteria and weighting, as well as the bid evaluation worksheets; all written correspondence between the beneficiary and prospective bidders regarding the products and service sought; all bids submitted, winning and losing; and documents related to the selection of service provider(s). Service providers must retain any of the relevant documents described above; in particular, a copy of the winning bid submitted to the applicant and any correspondence with the applicant. Service providers participating in the bidding process that do not win the bid need not retain any documents.
- *Contracts* – Both beneficiaries and service providers must retain executed contracts, signed and dated by both parties. All amendments and addendums to the contracts must be retained, as well as other agreements relating to E-rate between the beneficiary and service provider, such as up-front payment arrangements.
- *Application Process* – The beneficiary must retain all documents relied upon to submit the Form 471, including National School Lunch Program (NSLP) eligibility documentation supporting the discount percentage sought; documents to support the necessary resources certification pursuant to section 54.505 of the Commission’s rules, including budgets; and documents used to prepare the Item 21 description of services attachment.
- *Purchase and Delivery of Services* – Beneficiaries and service providers should retain all documents related to the purchase and delivery of E-rate eligible services and equipment. Beneficiaries must retain purchase requisitions, purchase orders, packing slips, delivery and installation records showing where equipment was delivered and installed or where services were provided. Service providers must retain all applicable documents listed above.
- *Invoicing* – Both service providers and beneficiaries must retain all invoices. Beneficiaries must retain records proving payment of the invoice, such as accounts payable records, service provider statement, beneficiary check, bank statement or ACH transaction record. Beneficiaries must also be able to show proof of service provider payment to the beneficiary of the GEAR, if applicable. Service providers must retain similar records showing invoice payment by beneficiary to the service provider, USAC payment to the service provider, payment of the BEAR to the beneficiary, through receipt or deposit records, bank statements, beneficiary check or ACH transaction record, as applicable.
- *Inventory* – Beneficiaries must retain asset and inventory records of equipment purchased and components of supported internal connections services sufficient to verify the location of such equipment. Beneficiaries must also retain detailed records documenting any transfer of equipment within three years after purchase and the reasons for such a transfer.
- *Forms and Rule Compliance* – All program forms, attachments and documents submitted to USAC must be retained. Beneficiaries and service providers must retain all official notification letters from USAC, as applicable. Beneficiaries must retain FCC form 470 certification pages (if not certified electronically), FCC Form 471 and certifications pages (if not certified electronically), FCC Form 471 Item 21 attachments, FCC Form 479, FCC Form 486, FCC Form 500, FCC Form 472. Beneficiaries must also retain any documents submitted to USAC during PIA review, Selective Review and Invoicing Review, or for SPIN changes or other requests. Service providers must retain FCC Form 473, FCC form 474 and FCC Form 498, as well as service check documents. In addition, beneficiaries must retain documents to provide compliance with other program rules, such as records relevant to show compliance with CIPA.

### III. MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENT

#### Form 470 Minimum Processing Standards

When a Form 470 is submitted on paper and is received by the SLD, the form is first reviewed to make sure it complies with the following Minimum Processing Standards (MPS) before data entry begins. MPS are necessary in order to ensure the timely and efficient processing of properly completed applications. If a Form 470 fails to meet MPS, the Form 470 will be rejected. The SLD may be prevented from returning the rejected Form 470 to the sender if the form lacks essential identifying information. If an applicant receives a returned Form 470, it is important that it resubmit the corrected form quickly. Once the corrected form is successfully data entered, the form will be posted to the SLD web site. The posting of the corrected form to the SLD web site marks the beginning of the required 28-day waiting period.

#### Paper Filers

**1. Correct Form:** Each Form 470 must be:

- the correct, OMB-approved FCC Form 470, with a date of October 2004 or later in the lower right hand corner;
- submitted by regular mail, express delivery, or U.S. Postal Service Return Receipt Requested, or hand delivery. Forms may not be submitted by fax or e-mail. You are strongly advised to keep proof of the date of mailing.

**2. Applicant Address and Identifications:** In Block 1, the following items must be properly completed:

- Item 1 - Name of the Applicant or
- Item 3 - Entity Number.

If both of these items are blank, and the information cannot be obtained from the page headers, the Form 470 will be rejected.

**3. Services sought.** At least one of the Items 8–11 must be checked indicating the kind of services you are seeking.

- Item 8a or 8b - Telecommunications Services
- Item 9a or 9b - Internet Access
- Item 10a or 10b - Internal Connections Other than Basic Maintenance or
- Item 11a or 11b - Basic Maintenance of Internal Connections.

**4. Valid Certification:** Block 5, Item 27 Signature of authorized person must be completed. If Item 27 is left blank, the Form 470 will be rejected.



## Online Filers:

When Blocks 1-4 of a Form 470 are submitted online, you must also (1) submit the completed Block 5 certification online with a User ID and a PIN or (2) submit the completed and signed Block 5 certification on paper by mail, express delivery or U.S. Postal Service Return Receipt Requested. If the Block 5 certification is submitted on paper, you are advised to keep proof of the date of mailing. The Block 5 certification is reviewed to make sure it complies with the requirements listed in #4 above. Reviewers also look for the Form 470 Application Number before the Certification and Signature Page is accepted and the Form 470 reaches “certified” status. If the Block 5 certification document that was submitted on paper lacks the information necessary to match it with Blocks 1-4 of a form that was filed online, then your application will not meet the application filing requirements and cannot be used to support Form 471 funding requests.

## Filing Requirement for Forms 470 Submitted On Paper and Online

A completed Form 470 Certification filed as described below is a window filing requirement. A completed Form 470 Certification is either a Block 5 certification submitted online using a User ID and a PIN, or a Block 5 certification submitted on paper with the signature of the authorized person. Forms 470 with completed certifications submitted for the current year or in a previous year meet this requirement. Any Form 471 funding request based on a Form 470 whose certification has not been received or postmarked by 11:59 p.m. EST on the close of the Form 471 application filing window will be denied.

## IV. SPECIFIC INSTRUCTIONS

You are encouraged to complete, submit, and certify this form online at [www.sl.universalservice.org](http://www.sl.universalservice.org). If you file on paper, the Form 470 can be downloaded from the SLD web site. If you file paper copies of the application, please type or clearly print in the spaces provided and attach additional pages if needed. These instructions can also be downloaded from the SLD web site. No Forms 470 will be accepted if sent via e-mail or fax.

### A. Top of Form

The data at the top of Form 470 will help both you and the SLD identify each particular Form 470 you file.

**“Do Not Write In This Area”** — The SLD uses this space to apply a barcode to your form upon receipt, so that we can properly track and archive your form.

**Applicant’s Form Identifier**—If you are filing more than one Form 470, please use this space to assign a unique number or letter of your own devising to facilitate communication with us about THIS particular Form 470. This Applicant’s Form Identifier can be very simple; for example, if you are filing three Forms 470, you might label them “A,” “B,” and “C.” The Applicant’s Form Identifier can also be descriptive, such as “Internet.” Choose identifiers that suit your own record-keeping needs.

**Form 470 Application Number**—The SLD will assign and insert your Form 470 Application Number. Leave this item blank.

**Top of each page after page 1:** If you are filing this application on paper, please provide the Entity Number (from Item 3, below), your Applicant's Form Identifier, and name and phone number of the contact person (from Item 6, below) at the top of each page of the application in the space provided. This will help alleviate problems caused if the pages of an application become separated. If you are filing online, this information will automatically appear at the top of each page.

## **B. Block 1: Applicant Address and Identifications**

Block 1 of Form 470 asks you for your address and basic identifications. Throughout this form, "you" refers to "the applicant" – a school or library, or an entity filing on behalf of schools and libraries. The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder.

**Item 1** – Provide the name of the applicant. You may be an individual school, a school district, a library (outlet/branch, system) or a consortium of those entities. You may also be a city, a state, or an entity created solely to participate in this universal service discount mechanism.

**Item 2** – Funding years begin on July 1 and end on June 30. For example, Funding Year 2005 runs from July 1, 2005 to June 30, 2006. Provide the funding year for which you are applying for funds by filling in the appropriate year in the blanks provided (e.g., July 1, 2005 through June 30, 2006).

**Item 3** – Your Entity Number is a unique number assigned to your organization or institution by the SLD as a means of identifying you every time you file an application or otherwise communicate with us. If you have applied for universal service funds in previous years, or have been identified in an application filed on your behalf, you have already been assigned an Entity Number. If you do not have a record of your Entity Number, or if you have never been assigned such a number, please contact the SLD Client Service Bureau (CSB). (See "Assistance in Completing this Form.")

**Items 4a-4c** – Provide your full mailing address, whether a street address, Post Office Box number, or route number. You are strongly encouraged to provide a street address rather than a Post Office Box if possible, as the SLD may need to contact you via overnight or express delivery. In addition, please provide your telephone number (with area code and extension), and fax number (including area code).

**Item 5** – Check the one box that best describes the type of application you are filing. If you are filing as an individual school, you should check the first box. If you are filing as a school district or local education agency (LEA), you should check the second box. If you are filing as a library (outlet/branch, system, or library consortium as defined under LSTA), you should check the third box. If you are filing as a consortium, you should check the fourth box. (You may be a consortium of schools, libraries, or some combination of the above which may or may not include ineligible entities.)

**Item 6a** – Provide the name of the person who should be contacted with questions about this application. This person should be able to answer questions regarding the information included on this form and the services you request, including how to obtain a copy of your request for proposal (RFP), if you have prepared one.

**Items 6b-6e** – If the contact person’s address, phone number, or fax number is different from those specified for the applicant (completed in Item 4), please provide that information here. Also provide the contact person’s e-mail address. You **MUST** check the preferred mode of contact and provide the contact information for your preferred mode. Wherever possible, the SLD will use this mode to contact you.

### **C. Block 2: Summary Description of Needs or Services Requested**

Block 2 of Form 470 asks you to describe the services you desire.

**Item 7** – Specify here the kind(s) of services requested in this Form 470. You may check one or more of these choices, depending on the range of services you will be including on one Form 470.

#### **Non-contracted services:**

**Item 7a** – Check this box if this Form 470 requests services that are provided as tariffed or month-to-month services without a written contract. These services require posting of a Form 470 for each funding year.

#### **Contracted services:**

**Item 7b** – Check this box if you are seeking services for which a new written contract is sought. If you are seeking a new multi-year contract or a new contract with voluntary extensions, check the appropriate box(es).

#### **Existing services:**

**Item 7c** – Check this box if this Form 470 describes services provided under a multi-year contract that was signed on or before July 10, 1997 but for which a Form 470 was never filed in a previous funding year. For example, if you are applying for the E-rate for the very first time for Funding Year 2005 (07/01/2005–06/30/2006), and some or all of your services are provided under a written 10-year contract that was signed on July 1, 1997, you will need to file a new Form 470 for this contract. In future years, for as long as that contract remains in force, you will not need to file a Form 470 for those services. There is no required timeframe for filing a Form 470 for this purpose, but your form must be posted for at least 28 days on the SLD web site before you can file a Form 471 online.

**Items 8-11** – One or more of Items 8-11 must be completed to provide potential bidders with particular information about the services you are seeking. For more information on eligible services, please refer to the Eligible Services List on the SLD web site or contact CSB. Once you check the relevant category of service box(es) in Items 8, 9, 10 and/or 11, you must check either box a or b under the selected item and complete the item. You cannot seek discounts on services in a category of service on the Form 471 if you have not competitively bid those services in the same category of service on the Form 470.

The specific data requested in Items 8-11 are sought to provide potential service providers with information so that they may contact you if necessary for detailed information on your specific requirements. **This requirement is not intended to restrict your ability to contract for newly contracted services or select a vendor for tariffed or month-to-month services for whatever technologies best meet your educational purposes as authorized by FCC rules and the Telecommunications Act of 1996.** It is important that you complete all categories that are relevant to your requested services, so that the SLD can confirm that you have met the competitive bidding requirement before signing any contracts for newly

contracted services or selecting a vendor for tariffed or month-to-month services for which discounts are requested in FCC Form 471.

**Item 8 – Telecommunications Services. Important note: Only Telecommunications Services requested from telecommunications companies who provide their telecommunications services on a common carriage basis will be eligible for discount(s) under the universal service support mechanism. To be a telecommunications carrier, the carrier must (1) allow the customer to transmit intelligence of its own design and choosing and (2) provide the service to the general public (hold itself out to serve indifferently all potential users) for a fee. If you request Telecommunications Services from a telecommunications provider that does not provide telecommunications services on a common carriage basis, your Form 471 Funding Request for such services will be denied.** Telecommunications is “the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received.” 47 U.S.C. § 153(43) and 47 C.F.R. § 54.5. All commercially available telecommunications services, including charges such as state and federal taxes, are eligible for support under the universal service discount mechanism. For example, local and long distance telephone services are generally considered Telecommunications Services. As another example, high-speed transmission lines over the public switched telecommunications network leased from an eligible telecommunications provider would be listed here as a Telecommunications Service. See the Eligible Services List on the SLD web site for more information.

**Item 8a –** Check this box if you have released or intend to release a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Telecommunications Services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for voice services that specifies “local and long distance voice services sought for 20 existing phone lines, plus 10 new additional lines.” If you check Item 8a, you must indicate where this RFP is available, such as on your web site (list the web address); via the Contact Person listed in Item 6; and/or via the alternative contact person listed in Item 12. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 8b –** Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Telecommunications Services you seek. Whether you check Item 8a or 8b, you must fill in details in the space provided about the specific Telecommunications Services or functions and quantity and/or capacity of service. For example, you might list “videoconferencing services” under Service or Function, and “for three school buildings” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 8c –** Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 9 – Internet Access.** Basic conduit non-content access to the Internet is eligible for support under the universal service discount program. See the Eligible Services List on the SLD web site for more information.

Please note that while schools and libraries may obtain universal service discounts on access to the Internet, discounts are not available on the separate charges for particular proprietary content or other information services or on a bundled package of access and content, unless the bundled package includes minimal content and provides a more cost-effective means of securing access to the Internet than other non-content alternatives.

**Item 9a** – Check this box if you have released or intend to release a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Internet Access services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Internet Access that specifies “high-speed direct access to the Internet sought for 10 public Internet stations in one library facility.” If you check Item 9a, you must indicate where this RFP is available, such as on your web site (list the web address); via the contact person listed in Item 6; and/or via the alternative contact person listed in Item 12. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 9b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Internet Access services you seek. Whether you check Item 9a or 9b, you must fill in details in the space provided about the specific Internet Access services or functions and quantity and/or capacity of service. For example, you might list “monthly Internet service” under Service or Function, and “for 500 student users” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 9c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 10** – Internal Connections Other than Basic Maintenance. A given service is generally eligible for support under the universal service discount mechanism as a component of Internal Connections if it “is necessary to transport information within one or more instructional buildings of a single school campus or within one or more non-administrative buildings that comprise a single library branch.” 47 C.F.R. § 54.506. See the Eligible Services List on the SLD web site for more information.

**Item 10a** – Check this box if you have released or intend to release a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Internal Connections services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Internal Connections that specifies “a router, bug and cabling to connect one classroom of 30 students.” If you check Item 10a, you must indicate where the RFP is available, such as on your web site (list the web address); via the contact person listed in Item 6; and/or via the alternative contact person listed in Item 12. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 10b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Internal Connections services you seek. Whether you check Item 10a or 10b, you must fill in details in the space provided about the specific Internal Connections services or functions and quantity and/or capacity of service. For example, you might list “a router, hub and cabling” under Service or Function, and “connecting one classroom of 30 students” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 10c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 11** – Basic Maintenance of Internal Connections. Services that fall under the definition of basic maintenance of internal connections are eligible for support. Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without E-rate discounts. See the Eligible Services List on the SLD web site for more information.

**Item 11a** – Check this box if you have released or intend to release a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Basic Maintenance services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Basic Maintenance that specifies “basic maintenance of 10 routers.” If you check Item 11a, you must indicate where the RFP is available, such as on your web site (list the web address); via the contact person listed in Item 6; and/or via the alternative contact person listed in Item 12. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 11b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Basic Maintenance services you seek. Whether you check Item 11a or 11b, you must fill in details in the space provided about the specific Basic Maintenance services or functions and quantity and/or capacity of service. For example, you might list “basic maintenance of routers” under Service or Function, and “for 10 routers” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 11c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 12** – You may (but are not required to) provide the name and contact information of the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the authorized person identified in Item 27.

**Item 13a** – Indicate whether you are subject to any state or local restrictions regarding how and when you may be contacted by potential providers and what bidding procedures they must follow. For example, state bidding requirements might prohibit contacts between bidders and buyers between the time an official RFP is issued and when bids are due, or they may allow only written contacts. Applicants must also comply with any applicable state or local requirements when participating in the competitive bidding process used in the universal service discount mechanism. If you are subject to any state or local restrictions, you must check the box in Item 13a and provide a description of the restrictions or procedures. Alternatively, you may list a web site address where state or local restrictions can be found and the name and telephone number for a contact person who can provide the state or local restrictions and the applicable bidding procedures to service providers without Internet access. If no state or local procurement/competitive bidding requirements apply to this procurement of services, check the second box.

**Item 13b** – You may (but are not required to) provide information on your plans to purchase additional services in future years if you wish to encourage service providers to contact you even when you may not represent a financially attractive customer in the near term, but you may represent a financially attractive customer over a longer period of time. If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

#### **D. Block 3: Technology Resources**

Block 3 of Form 470 asks you to provide an assessment of the resources that you will need to use the services you request by checking off the appropriate boxes, unless you are seeking support for basic local and/or long distance telephone service (wireline or wireless) only.

**Item 14** – Check this item if you are seeking support for basic telephone service and/or voice mail only. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees). If you check Item 14, skip Item 15 and go to Item 16.

**Items 15a-15e** – All of the services and facilities listed in Items 15a-15e are ineligible for support under the universal service discount mechanism. Each of the services and facilities listed, however, is necessary to make effective use of the Telecommunications Services, Internet Access, and Internal Connections that are eligible for discounts. You do not need to certify that you have already secured all of the resources needed to use your discounted services effectively until you file FCC Form 471, but Items 15a-15e require you to assess the technologies that you have or will need. You must check off at least one box for each of the Items 15a-15e. You may check off both boxes in each Item if both apply. When you file Form 471, which is required to receive discounts, you will need to certify that you have secured or budgeted to secure adequate amounts of those resources to utilize effectively the services requested.

If you are seeking to purchase any of the ineligible services or facilities indicated in Items 15a-15e, you may also provide additional details in Item 15f if you wish to have providers of these desired technologies or services contact you with bids. **If you are purchasing such ineligible services and facilities, however, you should try to do so through contracts separate and apart from those used to purchase services eligible for universal service discounts, to avoid confusion when completing and submitting your Form 471 application for services ordered.**

**Item 15a** – Indicate whether you have secured or are in the process of securing access to the necessary software for the desktop computers that will use eligible services. For example, computers that will be

connected to the Internet will probably need Web browsers. You should note that, although the software for the computers used in classrooms and other endpoints is not eligible for support, the software necessary to operate the networks used to transport information to the classroom is an eligible service.

**Item 15b** – Confirm that you have or are in the process of securing access to sufficient electrical capacity to handle the computers and other telecommunications-related facilities you will be using to access the discounted services.

**Item 15c** – Confirm that you have purchased or are arranging to purchase sufficient numbers of computers to use the discounted services effectively. Applicants should note that, as with computer software, while the computers used in classrooms are not eligible for discounts, those used as network file servers would, generally, be eligible for support.

**Item 15d** – Confirm that you have secured or are in the process of securing appropriate maintenance for your computer hardware that will use eligible services.

**Item 15e** – Confirm that you have arranged for or are arranging to secure the staff development necessary to use the discounted services effectively.

**Item 15f** – You may (but are not required to) provide additional details to help providers identify the ineligible services you desire.

#### **E. Block 4: Recipients of Service**

Block 4 requires you to provide information about the entities that will receive the services described in Block 2. This information is required to help service providers understand the scope and location(s) of the services you seek, so that they may respond efficiently and effectively.

**Item 16** – Check the one choice – Item 16a, 16b, or 16c – that most accurately describes your application and the eligible entities that will receive the services you are seeking in this Form 470, then provide additional information only for the choice you have selected. An entity is an eligible entity if it meets the eligibility criteria for obtaining discounts described in Section II.A. above.

**Item 16a** – Check this Item if you are an individual school or a single-site library located at the address in Item 1. Checking this box will confirm for potential bidders that all the services you seek will be delivered to this address.

**Item 16b** – Check this Item if yours is a statewide application representing ALL entities of a particular type in your state. If you check Item 16b, you must also check one or more of the three choices provided in this item— all public schools/districts in the state, all non-public schools in the state, and/or all libraries in the state — and indicate the two-letter state code. This will indicate to potential service providers the complete breadth of your service needs. Please note that if your application represents SOME but not ALL of any of these three types of entities, you should NOT check Item 16b, but must check and complete Item 16c instead. Indicate by checking “yes” or “no” whether your application includes requests for services for any ineligible entities.

**Item 16c** – Check this Item if you are a school district, library system, or consortium serving multiple entities. If you check Item 16c, you must specify the number of eligible entities that your application



represents. You must then list each unique area code represented in the telephone numbers of the entities you represent, plus the three-digit prefixes (the first three digits of the seven-digit phone number) associated with each area code among the entities you represent. For example, if your school district is in a state which has one statewide area code, you would list that area code once. You would then list each unique three-digit prefix represented among the telephone numbers of the schools and administrative buildings in your district which will receive the service(s) requested in this Form 470. This information helps service providers pinpoint the location of each facility that will be receiving service. Indicate by checking “yes” or “no” whether your application includes requests for services for any ineligible entities.

**Item 17** – List here the entity or entities that will be paying bills directly to the service provider(s) for the services requested in this application. Such entities are known as “billed entities,” and are the entities who file Form 471. List these billed entities, whether or not they themselves are eligible for universal service discounts, and provide their Entity Numbers. For example, if you are a consortium of school districts joining together to aggregate demand and thus secure a better price on Telecommunications Services that each district will then contract for and pay for individually, list your member districts and their Entity Numbers in Item 17. As another example, if you are a library whose bills are paid by the municipal government, you should list the municipal government office and its Billed Entity Number. List each entity’s name in the left column, and its Entity Number in the right column. If, however, your application is statewide as indicated in Item 16b, then enter only one billed entity from your state. If you need help identifying Entity Numbers for each of these “billed entities,” contact CSB. Note that funding may be denied for the Form 471 funding requests associated with this Form 470 if the Form 471 Billed Entity is not listed in Item 17.

**Item 18** – List the names of any entities for whom services are requested that are not eligible to receive universal service discounts under the schools and libraries universal service support mechanism. Only eligible schools and libraries may receive discounted services, so if this application includes services for entities such as health care providers, governmental entities, or private sector entities, you must list these entities in Item 18. Skip this item if your application requests services only for eligible entities. For each ineligible entity, provide the area code and three-digit prefix to help service providers pinpoint the entity’s location. If your application is statewide, as indicated in Item 16b, only one area code and prefix for each named ineligible entity is required.

## **F. Block 5: Certifications and Signature**

Block 5 requires you to certify certain information to ensure that only eligible entities receive support under the universal service discount mechanism.

**Item 19** – Certify that the entities in Item 16 are eligible schools and/or libraries. 47 C.F.R. Sec. 54.502 (b)(2).

**Item 19a** – If your application includes schools and all of the information in Item 19a is true of those schools seeking to receive discounted services, you should check the box in Item 19a. If your application includes schools and any of the information in Item 19a is not true for certain schools seeking to receive discounted services, those ineligible schools are not eligible to receive support under the universal service discount mechanism, and they must be identified in Item 18.

**Item 19b** – If your application includes libraries or library consortia and all of the information in Item 19b is true of the libraries seeking to receive discounted services, you should check the box in Item 19b. If your

application includes libraries or library consortia and any of the information is not true for certain libraries or library consortia seeking to receive discounted services, those ineligible libraries or library consortia are not eligible to receive support under the universal service discount mechanism, and they must be identified in Item 18.

**Item 20** - concerns the technology plans that must be prepared before schools and libraries may receive discounted services under the universal service support mechanism. The only schools and libraries that do not have to comply with the technology plan requirement are those requesting support for basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only. Note also that consortia and some other billed entities do not have to be covered by technology plans as long as all of the schools and libraries that they represent are covered by technology plans. 47 C.F.R. Sec. 54.502 (b)(2).

**Item 20** – Check the box that best describes the level of technology plan(s) that covers the schools, libraries, and library consortia represented by your application. You are certifying that technology plan(s) are written that they cover all 12 months of the funding year and that they have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.

- **Item 20a** – Check here if the entities are covered by individual technology plans for the services requested in your application.
- **Item 20b** – Check here if the entities are covered by a higher-level, multi-entity technology plan, such as a school district or library system plan. Statewide technology plans are not acceptable.
- **Item 20c** – Check here if your application is for basic local, cellular, PCS, and long distance, and/or long distance telephone service and voice mail only, in which case no technology plan is required.

**Item 21** – Check this box to certify that you will post your Form 470 and (if applicable) make your RFP available for at least 28 days before considering all bids received and selecting a service provider. 47 C.F.R. Secs. 54.504 and 511. Certify that you will retain required documents for a period of at least five years after the last day of service delivered. Also, certify that you will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. Recognize that you may be audited pursuant to participation in the schools and libraries program. 47 C.F.R. Sec. 54.504 (c)(1).

**Item 22** – Check this box to certify that services you order pursuant to the universal service discount mechanism will be used solely for educational purposes and that those services will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, you certify that the entities listed on this application have not received or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services. See 47 C.F.R. Sec. 54.504 (c)(1).

**Item 23** – Check this box to certify that you recognize that any support received under this support mechanism is conditional upon the school(s) and/or library(ies) you represent to securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased under this mechanism effectively. See 47 C.F.R. Sec. 54.504 (c)(1). On FCC Form 471, you will need to certify that you have access to such funding. You recognize that some of the aforementioned resources are not eligible for support.

**Item 24** – Check this box to certify that you are the person authorized to order telecommunications and other supported services for the eligible entity(ies). In the cases where an entity is authorized to post a Form 470 and negotiate with service providers on behalf of eligible entities, the term “order” in this certification can be interpreted to mean that the entity signing the Form 470 is authorized to competitively bid and negotiate the terms of a master contract for eligible services for eligible entities. In this situation, the entity filing the Form 470 may make the Item 24 certification. Certify that you are the person authorized to submit and certify to the accuracy of this form. See 47 C.F.R. Sec. 54.504 (b)(2).

**Item 25** – Check this box to certify that you have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements, and that you have complied with them. Certify that you acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec.1001.

**Item 26** – Check this box to certify that you acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. See 47 C.F.R. Sec. 54.521.

**Item 27** requires the signature of the authorized person.

**Item 28** requires that the date of the signature of the Form 470 be provided.

**Item 29** – Print the name of the authorized person whose signature is provided in Item 27.

**Item 30** – Provide the title or position of the authorized person whose signature is provided in Item 27.

**Items 31a-31d** – Provide the street address, the telephone number, the fax number and the e-mail address of the authorized person whose signature is provided in Item 27.

**Item 31e** – Provide the name of the authorized person’s employer. If a consultant is acting as the authorized person, this will be the name of the company that employs the consultant and not the name of the applicant organization.

### **For Applicants Filing This Form Online:**

- When you have completed filing Blocks 1-4, please print your entire application to retain a copy for your records.
- You must also submit the Block 5 certification.
  - If you have a User ID and PIN and wish to submit your Block 5 certification online, follow the directions online. When you submit your certification online, you will receive a confirmation so that you can be assured that your submission has met any filing deadlines. If you file online and certify online, do not mail any part of your Form 470 to the SLD. Check the SLD web site for information about obtaining a User ID and a PIN.
  - If you wish to submit the completed and signed Block 5 certification on paper, print Block 5 using your browser. When you print Block 5 using the browser, the form will automatically include your Form 470 Application Number, Applicant Name, and Applicant Address. Item 27 requires the signature of the authorized person who will certify to the accuracy of the information on the form. Also, you must complete Items 19-26. Mail the signed Block 5 to: **SLD-Form 470, P. O. Box 7026, Lawrence, Kansas 66044-7026**. For express delivery services or U.S. Postal Service Return Receipt Requested, send to **SLD-Forms 470, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**. Note: Do not mail the complete Form 470. Mail only the signed Block 5 certification pages. If the Block 5 certification is submitted on paper, you are strongly advised to keep proof of the date of mailing.

### **For Applicants Filing This Form On Paper:**

After the authorized person signs Item 27, check to be certain that all other items—including Items 28-31—are properly completed. Make a copy of your entire form to keep for your records. Then submit your original form by mail to: **SLD-Form 470, P.O. Box 7026, Lawrence, Kansas 66044-7026**. For express delivery or U.S. Postal Service Return Receipt, send to: **SLD-Forms 470, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone 1-888-203-8100. **No Forms 470 will be accepted via e-mail or fax.**

## **V. REMINDERS**

- All schools and libraries seeking universal service support for ANY service not covered by a qualified existing contract (i.e., a contract executed pursuant to Form 470 posting in prior program years OR a contract signed on or before July 10, 1997 for which a Form 470 was not filed in a prior year) must file Form 470 individually or be included in a consortium that files Form 470. Services that must be represented in an individual or consortium Form 470 in order to qualify for universal service support include: eligible non-contracted tariffed Telecommunications Services or month-to-month services provided without a signed, written contract; new services for which a contract is sought; or services provided under a multi-year contract signed on or before July 10, 1997, for which a Form 470 was not filed in a prior program year.
- A Form 470 is NOT required for services covered by a qualified existing contract (i.e., a contract executed pursuant to Form 470 posting in a prior program year OR a contract signed on or before July 10, 1997 and identified as pre-existing in a Form 470 filed in prior years).
- Fill out all applicable items completely. Attach additional pages if necessary. Clearly label each page of all attachments to Form 470 with your Entity Number, Applicant's Form Identifier, Contact Person Name, and Contact Telephone Number.
- Any Request for Proposal (RFP) for any of the services requested in this Form 470 must be available to service providers via a web site or your designated contact person in Item 6 or the contact listed in Item 12 for at least 28 days before you select your service provider and sign and submit your Form 471.
- The individual authorized by the entity that will negotiate with potential service providers for telecommunications and other supported services for the school, school district, library, or consortium must sign and date Form 470.
- If you are filing Form 470 online, you must also complete and submit the Block 5 certification (whether online or on paper)

FCC Form

Approval by OMB  
3060-0806**470**

# Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

**Block 1: Applicant Address and Identifications**

<b>Form 470 Application Number:</b> 541960000797173		
<b>Applicant's Form Identifier:</b> 144589_F13		
<b>Application Status:</b> CERTIFIED		
<b>Posting Date:</b> 01/05/2010		
<b>Allowable Contract Date:</b> 02/02/2010		
<b>Certification Received Date:</b> 01/06/2010		
<b>1. Name of Applicant:</b> WASHINGTON UNIFIED SCHOOL DIST		
<b>2. Funding Year:</b> 07/01/2010 - 06/30/2011		<b>3. Your Entity Number</b> 144589
<b>4a. Applicant's Street Address, P.O.Box, or Route Number</b> 930 W ACRES RD		
<b>City</b> W SACRAMENTO	<b>State</b> CA	<b>Zip Code</b> 95691 - 3224
<b>b. Telephone number</b> ext. (916) 375- 7600		<b>c. Fax number</b> (866) 534- 1584
<b>5. Type Of Applicant</b>		
<input type="radio"/> Individual School (individual public or non-public school) <input checked="" type="radio"/> School District (LEA;public or non-public[e.g., diocesan] local district representing multiple schools) <input type="radio"/> Library (including library system, library outlet/branch or library consortium as defined under LSTA) <input type="radio"/> Consortium (intermediate service agencies, states, state networks, special consortia of schools and/or libraries)		
<b>6a. Contact Person's Name:</b> Tom MC Ninch		
First, if the Contact Person's Street Address is the same as in <b>Item 4</b> above, check this box. If not, please complete the entries for the Street Address below.		
<b>6b. Street Address, P.O.Box, or Route Number</b> 930 W ACRES RD		
<b>City</b> W SACRAMENTO	<b>State</b> CA	<b>Zip Code</b> 95691 - 3224
Check the box next to your preferred mode of contact and provide your contact information. One box MUST be checked and an entry provided.		

<input type="checkbox"/>	<b>6c. Telephone Number</b> (916) 375- 7600 ext. 1412
<input type="checkbox"/>	<b>6d. Fax Number</b> (916) 975- 7629
<input type="checkbox"/>	<b>6e. E-mail Address</b> tmcninch@wusd.k12.ca.us

<b>Block 2: Summary Description of Needs or Services Requested</b>
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<p><b>7 This Form 470 describes (check all that apply):</b></p> <p><b>a.</b> <input checked="" type="checkbox"/> Tariffed or month-to-month services to be provided without a written contract. A new Form 470 must be filed for non-contracted tariffed or month-to-month services for each funding year.</p> <p><b>b.</b> <input checked="" type="checkbox"/> Services for which a new written contract is sought for the funding year in Item 2.  Check if you are <input checked="" type="checkbox"/> a multi-year contract <input checked="" type="checkbox"/> a contract featuring voluntary extensions  seeking and/or</p> <p><b>c.</b> <input type="checkbox"/> A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous funding year.</p> <p><b>NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous funding year OR a contract signed on/before 7/10/97 and previously reported on a Form 470 as an existing contract do NOT require filing of a new Form 470.</b></p>
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<p><b>What kinds of service are you seeking: Telecommunications Services, Internet Access, Internal Connections Other than Basic Maintenance, or Basic Maintenance of Internal Connections? Refer to the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples. Check the relevant category or categories (8, 9, 10 and/or 11 below), and answer the questions in each category you select.</b></p>		
<p><b>8 <input checked="" type="checkbox"/> Telecommunications Services</b>  <i>Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i></p>		
<p><b>a</b> <input type="checkbox"/> YES, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):  <input type="checkbox"/> the Contact Person in Item 6 or <input type="checkbox"/> the contact listed in Item 12.</p>		
<p><b>b</b> <input checked="" type="checkbox"/> NO, I have not released and do not intend to release an RFP for these services.</p>		
<p><b>Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.</b></p>		
<p><b>c</b> <input checked="" type="checkbox"/> Check this box if you prefer discounts on your bill.</p>	<p><input type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.</p>	<p><input type="checkbox"/> Check this box if you do not have a preference.</p>
<b>Service or Function:</b>	<b>Quantity and/or Capacity:</b>	
PRI Line Service	16 Circuits - District Wide	
Wireless Service	60 Phones	
Local Telephone Service	100 Lines	
Long Distance Service	100 Lines	
PRI Lines	17 Circuits - District Wide	
WAN Service	District Wide	

<b>9 <input checked="" type="checkbox"/> Internet Access</b> <i>Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>		
<b>a <input checked="" type="checkbox"/> YES</b> , I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one): <input type="checkbox"/> the Contact Person in Item 6 or <input type="checkbox"/> the contact listed in Item 12.		
<b>b <input checked="" type="checkbox"/> NO</b> , I have not released and do not intend to release an RFP for these services.		
<b>Whether you check YES or NO</b> , you must list below the Internet Access Services you seek. Specify each service or function (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples of eligible Internet Access services. Attach additional lines if needed.		
<b>c <input checked="" type="checkbox"/> Check this box if you prefer discounts on your bill.</b>	<b><input checked="" type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.</b>	<b><input checked="" type="checkbox"/> Check this box if you do not have a preference.</b>
<b>Service or Function:</b>		<b>Quantity and/or Capacity:</b>
WAN Service		District Wide
Internet Access		20 MBPS
<b>10 <input checked="" type="checkbox"/> Internal Connections Other than Basic Maintenance</b> <i>Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>		
<b>a <input checked="" type="checkbox"/> YES</b> , I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one): <input type="checkbox"/> the Contact Person in Item 6 or <input type="checkbox"/> the contact listed in Item 12.		
<b>b <input checked="" type="checkbox"/> NO</b> , I have not released and do not intend to release an RFP for these services.		
<b>Whether you check YES or NO</b> , you must list below the Internal Connections Services you seek. Specify each service or function (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students). See the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples of eligible Internal Connections services. Attach additional lines if needed.		
<b>c <input checked="" type="checkbox"/> Check this box if you prefer discounts on your bill.</b>	<b><input checked="" type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.</b>	<b><input checked="" type="checkbox"/> Check this box if you do not have a preference.</b>
<b>Service or Function:</b>		<b>Quantity and/or Capacity:</b>
Server Upgrades		District Wide
UPS, Switch Replacements		District Wide
VMWare, Backup System,		District Wide
OS Upgrades, Exchange Upgrades		District Wide
<b>11 <input checked="" type="checkbox"/> Basic Maintenance of Internal Connections</b> <i>Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>		
<b>a <input checked="" type="checkbox"/> YES</b> , I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one): <input type="checkbox"/> the Contact Person in Item 6 or <input type="checkbox"/> the contact listed in Item 12.		
<b>b <input checked="" type="checkbox"/> NO</b> , I have not released and do not intend to release an RFP for these services.		
<b>Whether you check YES or NO</b> , you must list below the Basic Maintenance Services you seek. Specify each service or function (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers). See the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples of eligible Basic Maintenance services. Attach additional lines if needed.		



<input type="checkbox"/> Check this box if you prefer discounts on your bill.	<input type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.	<input type="checkbox"/> Check this box if you do not have a preference.
<b>Service or Function:</b>		<b>Quantity and/or Capacity:</b>
Basic Maintenance Network Equipment		District Wide
Server		District Wide
UPS, Backup System, VOIP Server		District Wide
<p><b>12</b> (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the Authorized Person who signs this form.</p>		
Name:		Title:
Telephone number () -		
Fax number () -		
E-mail Address		
<p><b>13a.</b> <input type="checkbox"/> Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or provide a Web address where they are posted and a contact name and telephone number.</p>		
<p><input type="checkbox"/> Check this box if no state and local procurement/competitive bidding requirements apply to the procurement of services sought on this Form 470.</p>		
<p><b>13b. If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, you may summarize below (including the likely timeframes). If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.</b></p>		

### Block 3: Technology Assessment

<p><b>14.</b> <input type="checkbox"/> <b>Basic telephone service only:</b> If your application is for basic telephone service and voice mail only, check this box and skip to Item 16. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees).</p>
<p><b>15.</b> Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check one or both boxes in 15a through 15e. You may provide details for purchases being sought.</p>
<p><b>a.</b> Desktop communications software: Software required <input type="checkbox"/> has been purchased; and/or <input type="checkbox"/> is being sought.</p>
<p><b>b.</b> Electrical systems: <input type="checkbox"/> adequate electrical capacity is in place or has already been arranged; and/or <input type="checkbox"/> upgrading for additional electrical capacity is being sought.</p>
<p><b>c.</b> Computers: a sufficient quantity of computers <input type="checkbox"/> has been purchased; and/or <input type="checkbox"/> is being sought.</p>
<p><b>d.</b> Computer hardware maintenance: adequate arrangements <input type="checkbox"/> have been made; and/or <input type="checkbox"/> are being sought.</p>
<p><b>e.</b> Staff development: <input type="checkbox"/> all staff have had an appropriate level of training /additional training has already been scheduled; and/or <input type="checkbox"/> training is being sought.</p>

**f.** Additional details: Use this space to provide additional details to help providers to identify the ineligible services you desire.

#### Block 4: Recipients of Service

##### 16. Eligible Entities That Will Receive Services:

Check the ONE choice (Item **16a**, **16b** or **16c**) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item **17** the entity/entities that will pay the bills for these services.

a. ☐ Individual school or single-site library.

b. ☐ Statewide application for (enter 2-letter state code) representing (check all that apply):

- ☐ All public schools/districts in the state:  
☐ All non-public schools in the state:  
☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item **18**.

c. ☐ School district, library system, or consortium application to serve multiple eligible entities:

<b>Number of eligible entities</b>	<b>11</b>
<i>For these eligible sites, please provide the following</i>	
<b>Area Codes (list each unique area code)</b>	<b>Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces</b>
<b>916</b>	375

##### 17. Billed Entities

17. Billed Entities: List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470.

Entity Number	Entity
144589	WASHINGTON UNIFIED SCHOOL DIST

##### 18. Ineligible Participating Entities

List the names of any entity/entities here for whom services are requested that are not eligible for the Universal Service Program.

<b>Ineligible Participating Entity</b>	<b>Area Code</b>	<b>Prefix</b>

### Block 5: Certification

19. ☒ I certify that the applicant includes:(Check one or both.)
- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C.Secs.7081(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
  - b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges, and universities).
20. ☒ I certify that all of the individual schools, libraries, and library consortia receiving services under this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, an SLD-certified technology plan approver, prior to the commencement of service. The plans were written at the following level(s):
- a. ☐ individual technology plans for using the services requested in the application; and/or
  - b. ☒ higher-level technology plans for using the services requested in the application; or
  - c. ☐ no technology plan needed; application requests basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only
21. ☒ I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals. I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than the services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
23. ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support.
24. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity (ies) listed on this application, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
25. ☒ I certify that I have reviewed all applicable state and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false

statements on this form can be punished by fine or forfeiture, under the Commissions Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

26. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

27. Signature of authorized person: ☒

28. Date (mm/dd/yyyy): **01/05/2010**

29. Printed name of authorized person: **TOM MCNINCH**

30. Title or position of authorized person: **DIRECTOR OF INFORMATION TECHNOLOGIES**

31a. Address of authorized person: **930 W ACRES RD**  
City: **W SACRAMENTO** State: **CA** Zip: **95691-3224**

31b. Telephone number of authorized person: **(916) 375 - 7600** ext. **1412**

31c. Fax number of authorized person: **(916) 3757629**

31d. E-mail address number of authorized person: **TMCNINCH@WUSD.K12.CA.US**

31e. Name of authorized person's employer: **WASHINGTON UNIFIED SCHOOL DISTRICT**

**Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.**

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

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#### What's New

##### Western Blue changes company name to NWN Corporation

Western Blue, the Western Region's most experienced desktop to datacenter IT integrator, announced today that they will be taking the name of their parent company, NWN Corporation.

[Learn More >>](#)

##### NWN Corporation Certified Diverse Supplier (Woman-Owned) by State of Massachusetts

NWN Corporation announced today that they have received certification as a Diverse Supplier (woman-owned business) by the state of Massachusetts.

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##### CRN Names NWN Corporation's Jane Linder as One of the Most Powerful Women of the Channel

NWN Corporation announced today that Managing Director Dr. Jane Linder has been featured as one of CRN Magazine's list of the 100 Most Powerful Women of the Channel for the third year in a row.

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##### Siskiyou County Economic Development Council Awarded \$1.7 Million Grant From California Public Utility Commission to Provide Matching Funds for \$17 Million Federal Stimulus Grant for Rural Broadband

The Siskiyou County Economic Development Council (SCEDC) announced today that the California Public Utility Commission (CPUC) has awarded \$1.7 million from the CPUC's California Advance Services Fund to provide the required matching funds for the SCEDC Rural Broadband Consortium's application to the U.S. Department of Commerce for a \$17 million federal stimulus funds grant application.

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**Before the  
Federal Communications Commission  
Washington, DC 20554**

In the Matter of	)	
	)	
Request for Review of	)	
Decisions of the	)	
Universal Service Administrator by	)	
	)	
Green Bay Area Public School District	)	File Nos. SLD-681595, 692800, 681544
Green Bay, Wisconsin	)	
	)	
Schools and Libraries Universal Service	)	CC Docket No. 02-6
Support Mechanism	)	

**ORDER**

**Adopted: December 6, 2010**

**Released: December 6, 2010**

By the Deputy Chief, Telecommunications Access Policy Division, Wireline Competition Bureau:

**I. DISCUSSION**

1. We grant an appeal filed by the Green Bay Area Public School District (Green Bay) of decisions by the Universal Service Administrative Company (USAC) concerning three applications for discounted services under the E-rate program (more formally known as the schools and libraries universal service program) for funding year 2009.<sup>1</sup> Consistent with precedent, we find that Green Bay did not violate section 54.504(a) of the Commission's rules, which states that E-rate applicants must seek competitive bids for all services eligible for support.<sup>2</sup> Despite Green Bay's failure to correctly indicate on its FCC Forms 470 that it had issued a request for proposal (RFP) for the services at issue, we find that all bidders had access to the same information during Green Bay's competitive bidding process because its FCC Forms 470 contained enough detail regarding the desired services for service providers to formulate bids.<sup>3</sup> Moreover, it appears from the record that all interested bidders received copies of the RFP.<sup>4</sup> Thus,

<sup>1</sup> See Request for Review by Green Bay Area Public School District, to Federal Communications Commission, CC Docket Nos. 02-6, 96-45 (filed May 24, 2010) (Request for Review) (regarding FCC Form 471 application number 681595, funding request number (FRN) 1893019, FCC Form 471 application number 692800, FRN 1900526, and FCC Form 471 application number 681544, FRN 1908084). Section 54.719(c) of the Commission's rules provides that any person aggrieved by an action taken by a division of USAC may seek review from the Commission. 47 C.F.R. § 54.719(c).

<sup>2</sup> 47 C.F.R. § 54.504(a); see *Request for Review of the Decision of the Universal Service Administrator by Approach Learning and Assessment Centers, et al., Schools and Libraries Universal Service Support Mechanism*, File Nos. SLD-506121, et al., CC Docket No. 02-6, Order, 23 FCC Rcd 15510 (2008) (*Approach Learning Order*);

<sup>3</sup> See FCC Form 470, Green Bay Area Public Schools (posted Dec. 30, 2008) (FCC Form 470 number 908160000717506); FCC Form 470, Green Bay Area Public Schools (posted Dec. 30, 2008) (FCC Form 470 number 805070000717657).

<sup>4</sup> See Request for Review. Three vendors submitted bids for FRN 1908084 and four vendors submitted bids for FRNs 1893019 and 1900526.

we find that there was no actual harm to the competitive bidding process and that the underlying policy of ensuring service providers a fair opportunity to bid on the services sought by E-rate applicants was not compromised by Green Bay's error.<sup>5</sup> We therefore conclude that rejecting Green Bay's applications on the ground that Green Bay failed to advise bidders that an RFP existed is not warranted in these instances, especially in the absence of any evidence of waste, fraud, or abuse. Accordingly, we grant Green Bay's appeal.

2. We emphasize, however, the limited nature of this decision. The Commission's competitive bidding rules serve as a central tenet of the E-rate program. Thus, although we grant Green Bay's appeal, our action here does not eliminate or mitigate any of our competitive bidding requirements or the obligations of participants in the E-rate program to comply with the Commission's rules.

## II. ORDERING CLAUSES

3. ACCORDINGLY, IT IS ORDERED, pursuant to sections 1-4 and 254 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151-154 and 254, and sections 0.91, 0.291, and 54.722(a) of the Commission's rules, 47 C.F.R. §§ 0.91, 0.291, and 54.722(a), the appeal filed by Green Bay Area Public School District on May 24, 2010 IS GRANTED and the underlying applications ARE REMANDED to USAC for further action consistent with this order.

4. IT IS FURTHER ORDERED, pursuant to sections 1-4 and 254 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151-154 and 254, and sections 0.91, 0.291, and 54.722(a) of the Commission's rules, 47 C.F.R. §§ 0.91, 0.291, 54.722(a), that USAC SHALL COMPLETE its review of the underlying applications and ISSUE an award or a denial based on a complete review and analysis no later than 60 calendar days from the release date of this order.

FEDERAL COMMUNICATIONS COMMISSION

Gina M. Spade  
Deputy Chief  
Telecommunications Access Policy Division  
Wireline Competition Bureau

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<sup>5</sup> See *Approach Learning Order*, 23 FCC Rcd at 15513-14, para. 8.



FCC Form

Approval by OMB  
3060-0806**470**

## Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

### Block 1: Applicant Address and Identifications

Form 470 Application Number: **908160000717506**Applicant's Form Identifier: **2009Phone**Application Status: **CERTIFIED**Posting Date: **12/30/2008**Allowable Contract Date: **01/27/2009**Certification Received Date: **12/30/2008****1. Name of Applicant:****GREEN BAY AREA PUBLIC SCHOOL DISTRICT****2. Funding Year:****07/01/2009 - 06/30/2010****3. Your Entity Number****133193****4a. Applicant's Street Address, P.O.Box, or Route Number****200 S BROADWAY**

City

**GREEN BAY**

State

**WI**

Zip Code

**54303****b. Telephone number****(920) 448- 2149****c. Fax number****(920) 448- 2115****5. Type Of Applicant**☐ Individual School (individual public or non-public school)☐ School District (LEA;public or non-public[e.g., diocesan] local district representing multiple schools)☐ Library (including library system, library outlet/branch or library consortium as defined under LSTA)☐ Consortium (intermediate service agencies, states, state networks, special consortia of schools and/or libraries)**6a. Contact Person's Name:** Jeff Gibson

*First, if the Contact Person's Street Address is the same as in **Item 4** above, check this box. If not, please complete the entries for the Street Address below.*

**6b. Street Address, P.O.Box, or Route Number**☐ **200 S BROADWAY**

City

State

Zip Code



<b>GREEN BAY</b>	<b>WI</b>	<b>54303</b>
Check the box next to your preferred mode of contact and provide your contact information. One box <b>MUST</b> be checked and an entry provided.		
<input checked="" type="checkbox"/> 6c. Telephone Number	(920) 448- 2149	
<input checked="" type="checkbox"/> 6d. Fax Number	(920) 448- 2115	
<input checked="" type="checkbox"/> 6e. E-mail Address	jgibson@greenbay.k12.wi.us	

### Block 2: Summary Description of Needs or Services Requested

<b>7 This Form 470 describes (check all that apply):</b>
a. <input type="checkbox"/> Tariffed or month-to-month services to be provided without a written contract. A new Form 470 must be filed for non-contracted tariffed or month-to-month services for each funding year.
b. <input checked="" type="checkbox"/> Services for which a new written contract is sought for the funding year in Item 2. Check if you are seeking <input checked="" type="checkbox"/> a multi-year contract and/or <input checked="" type="checkbox"/> a contract featuring voluntary extensions
c. <input type="checkbox"/> A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous funding year.
<b>NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous funding year OR a contract signed on/before 7/10/97 and previously reported on a Form 470 as an existing contract do NOT require filing of a new Form 470.</b>

What kinds of service are you seeking: Telecommunications Services, Internet Access, Internal Connections Other than Basic Maintenance, or Basic Maintenance of Internal Connections? Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples. Check the relevant category or categories (8, 9, 10 and/or 11 below), and answer the questions in each category you select.

**8 ☒ Telecommunications Services**  
Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.

a ☒ YES, I have released or intend to release an RFP for these services. It is available or will become available on the Web at at or via (check one):  
☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ NO, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.**

<input checked="" type="checkbox"/> Check this box if you prefer discounts on your bill.	<input type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.	<input type="checkbox"/> Check this box if you do not have a preference.
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Service or Function:	Quantity and/or Capacity:
Telephone lines	Between 100 to 1000
PRI (Primary Rate Interface)	Between 2 to 7
Long Distance Service	16,000 minutes per month

**9 ☐ Internet Access**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.***

**a ☒ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

**c ☒ Check this box if you prefer discounts on your bill.**

**☐ Check this box if you prefer reimbursement after paying your bill in full.**

**☐ Check this box if you do not have a preference.**

**10 ☐ Internal Connections Other than Basic Maintenance**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.***

**a ☒ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

**c ☒ Check this box if you prefer discounts on your bill.**

**☐ Check this box if you prefer reimbursement after paying your bill in full.**

**☐ Check this box if you do not have a preference.**

**11 ☐ Basic Maintenance of Internal Connections**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.***

**a ☒ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Basic Maintenance Services you seek. Specify each **service or function** (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these

services under the universal service support mechanism. Attach additional lines if needed.

☒ Check this box if you prefer discounts on your bill.

☐ Check this box if you prefer reimbursement after paying your bill in full.

☐ Check this box if you do not have a preference.

**12** (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the Authorized Person who signs this form.

Name:

**Allen Behnke**

Title:

**Director of Telecommunications**

Telephone number

**(920) 448 - 2180**

Fax number

**(920) 448 - 3561**

E-mail Address

**abehnke@greenbay.k12.wi.us**

**13a.** ☐ Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or a Web address where they are posted and provide a contact name and telephone number.

☒ Check this box if no state and local procurement/competitive bidding requirements apply to the procurement of services sought on this Form 470.

**13b.** If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, you may summarize below (including the likely timeframes). If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

**The Green Bay Area Public School District is in a transitional stage for its telephone services. We are seeking a three year or five year contract for telephone services as described below. Our request for service is based upon our current needs (970 lines and 2 PRI's) to our anticipated needs (100 lines and up to 7 PRI's). Our intent is to select one vendor that we can work with through this transition. In addition, this contract should include long distance service. As background information we are currently upgrading our wide area network to provide one-gigabit data service to all locations. As our District network upgrade is completed, we are planning the replacement of our traditional district wide telecommunications equipment with a VoIP solution. (An erate form 470 was previously filed and the district is in the final phase of selecting a vendor for an on-premise VoIP solution.) Additional questions can be addressed to Allen Behnke via e-mail: abehnke@greenbay.k12.wi.us Or telephone: (920) 448-2180**

### Block 3: Technology Resources

**14.** ☐ **Basic telephone service only:** If your application is for basic telephone service and voice mail only, check this box and skip to Item 16. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees).

**15.** Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

- a. Desktop software: Software required ☒ has been purchased; and/or ☐ is being sought.
- b. Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.
- c. Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☐ is being sought.
- d. Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☐ are being sought.
- e. Staff development: ☒ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☐ training is being sought.
- f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

#### Block 4: Recipients of Service

##### 16. Eligible Entities That Will Receive Services:

Check the ONE choice (Item 16a, 16b or 16c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

a. ☐ Individual school or single-site library.

b. ☐ Statewide application for (enter 2-letter state code) representing (check all that apply):

- ☐ All public schools/districts in the state:  
☐ All non-public schools in the state:  
☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☐ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible sites	45
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
920	272, 337, 391, 448, 492, 660

##### 17. Billed Entities

17. Billed Entities: List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470.

Entity	Entity Number
GREEN BAY AREA PUBLIC SCHOOL DISTRICT	133193

**18. Ineligible Participating Entities**

List the names of any entity/entities here for whom services are requested that are not eligible for the Universal Service Program.

Ineligible Participating Entity	Area Code	Prefix

**Block 5: Certification and Signature****19. ☒ I certify that the applicant includes:(Check one or both.)**

a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C.Secs.7081(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or

b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

**20. ☒ I certify that all of the individual schools, libraries, and library consortia receiving services under this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, an SLD-certified technology plan approver, prior to the commencement of service. The plans were written at the following level(s):**

a. ☐ individual technology plans for using the services requested in the application, and/or

b. ☒ higher-level technology plans for using the services requested in the application, or

c. ☐ no technology plan needed; application requests basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only

**21. ☒ I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals. I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the status and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.**

**22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than the services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.**

**23. ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support.**

**24. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity (ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact**

contained herein are true.

25. ☒ I certify that I have reviewed all applicable state and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Commissions Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

26. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

27. Signature of authorized person: ☒

28. Date (mm/dd/yyyy): **12/30/2008**

29. Printed name of authorized person: **Jeffrey Gibson**

30. Title or position of authorized person: **Director of Technology**

31a. Address of authorized person: **200 S Broadway**

City: **Green Bay** State: **WI** Zip: **54303**

31b. Telephone number of authorized person: **(920) 448 - 2149**

31c. Fax number of authorized person: **(920) 4482115**

31d. E-mail address number of authorized person: **jgibson@greenbay.k12.wi.us**

31e. Name of authorized person's employer: **Green Bay Area Public School District**

**Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.**

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470  
P.O. Box 7026  
Lawrence, Kansas 66044-7026  
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD Forms  
ATTN: SLD Form 470  
3833 Greenway Drive  
Lawrence, Kansas 66046  
1-888-203-8100**

FCC Form 470  
November 2004

New Search

Return To Search Results



FCC Form

Approval by OMB  
3060-0806**470**

## Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

### Block 1: Applicant Address and Identifications

Form 470 Application Number: **805070000717657**Applicant's Form Identifier: **2009CellSmart**Application Status: **CERTIFIED**Posting Date: **12/30/2008**Allowable Contract Date: **01/27/2009**Certification Received Date: **12/30/2008****1. Name of Applicant:****GREEN BAY AREA PUBLIC SCHOOL DISTRICT****2. Funding Year:****07/01/2009 - 06/30/2010****3. Your Entity Number****133193****4a. Applicant's Street Address, P.O.Box, or Route Number****200 S BROADWAY**

City

**GREEN BAY**

State

**WI**

Zip Code

**54303****b. Telephone number****(920) 448- 2149****c. Fax number****(920) 448- 2115****5. Type Of Applicant**☐ Individual School (individual public or non-public school)☒ School District (LEA;public or non-public[e.g., diocesan] local district representing multiple schools)☐ Library (including library system, library outlet/branch or library consortium as defined under LSTA)☐ Consortium (intermediate service agencies, states, state networks, special consortia of schools and/or libraries)**6a. Contact Person's Name:** Jeff Gibson

*First, if the Contact Person's Street Address is the same as in **Item 4** above, check this box. If not, please complete the entries for the Street Address below.*

**6b. Street Address, P.O.Box, or Route Number**☒ **200 S BROADWAY**

City

State

Zip Code



<b>GREEN BAY</b>	<b>WI</b>	<b>54303</b>
Check the box next to your preferred mode of contact and provide your contact information. One box <b>MUST</b> be checked and an entry provided.		
<input checked="" type="checkbox"/> <b>6c. Telephone Number</b>	<b>(920) 448- 2149</b>	
<input checked="" type="checkbox"/> <b>6d. Fax Number</b>	<b>(920) 448- 2115</b>	
<input checked="" type="checkbox"/> <b>6e. E-mail Address</b>	<b>ygibson@greenbay.k12.wi.us</b>	

**Block 2: Summary Description of Needs or Services Requested**

**7 This Form 470 describes (check all that apply):**

a. ☐ Tariffed or month-to-month services to be provided without a written contract. A new Form 470 must be filed for non-contracted tariffed or month-to-month services for each funding year.

b. ☒ Services for which a new written contract is sought for the funding year in Item 2.  
Check if you are seeking ☒ a multi-year contract and/or ☒ a contract featuring voluntary extensions

c. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous funding year.

**NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous funding year OR a contract signed on/before 7/10/97 and previously reported on a Form 470 as an existing contract do NOT require filing of a new Form 470.**

**What kinds of service are you seeking: Telecommunications Services, Internet Access, Internal Connections Other than Basic Maintenance, or Basic Maintenance of Internal Connections? Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples. Check the relevant category or categories (8, 9, 10 and/or 11 below), and answer the questions in each category you select.**

**8 ☒ Telecommunications Services**  
**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

a ☒ **YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at at or via (check one):  
☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ **NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.**

<input checked="" type="checkbox"/> <b>Check this box if you prefer discounts on your bill.</b>	<input type="checkbox"/> <b>Check this box if you prefer reimbursement after paying your bill in full.</b>	<input type="checkbox"/> <b>Check this box if you do not have a preference.</b>
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<b>Service or Function:</b>	<b>Quantity and/or Capacity:</b>
<b>Cellular Phone Service</b>	<b>Service for 230 cell phones</b>

**9 ☒ Internet Access**  
**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check**

**YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

a ☒ **YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ **NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

c ☒ Check this box if you prefer discounts on your bill.

☐ Check this box if you prefer reimbursement after paying your bill in full.

☐ Check this box if you do not have a preference.

Service or Function:

Data Service for Cell Phones

Quantity and/or Capacity:

Data plan for 80 cellular "smart" phones

#### 10 ☐ Internal Connections Other than Basic Maintenance

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

a ☒ **YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ **NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

c ☒ Check this box if you prefer discounts on your bill.

☐ Check this box if you prefer reimbursement after paying your bill in full.

☐ Check this box if you do not have a preference.

#### 11 ☐ Basic Maintenance of Internal Connections

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

a ☒ **YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ **NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Basic Maintenance Services you seek. Specify each **service or function** (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible

Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

☒ **Check this box if you prefer discounts on your bill.**

☐ **Check this box if you prefer reimbursement after paying your bill in full.**

☐ **Check this box if you do not have a preference.**

**12 (Optional)** Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the Authorized Person who signs this form.

Name:

**Allen Behnke**

Title:

**Director of Telecommunications**

Telephone number

**(920) 448 - 2185**

Fax number

**(920) 448 - 3561**

E-mail Address

**abehnke@greenbay.k12.wi.us**

**13a.** ☐ Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or a Web address where they are posted and provide a contact name and telephone number.

☒ Check this box if no state and local procurement/competitive bidding requirements apply to the procurement of services sought on this Form 470.

**13b.** If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, you may summarize below(including the likely timeframes). If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

### Block 3: Technology Resources

**14.** ☐ **Basic telephone service only:** If your application is for basic telephone service and voice mail only, check this box and skip to Item 16. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees).

**15.** Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

**a.** Desktop software: Software required ☒ has been purchased; and/or ☐ is being sought.

**b.** Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.

**c.** Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☐ is being sought.

**d.** Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☐ are being sought.

e. Staff development: ☒ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☐ training is being sought.

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

#### Block 4: Recipients of Service

#### 16. Eligible Entities That Will Receive Services:

Check the ONE choice (Item **16a**, **16b** or **16c**) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item **17** the entity/entities that will pay the bills for these services.

a. ☐ Individual school or single-site library.

b. ☐ Statewide application for (enter 2-letter state code) representing (check all that apply):

☐ All public schools/districts in the state:

☐ All non-public schools in the state:

☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☒ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible sites	0
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
920	272, 337, 391, 448, 492, 660

#### 17. Billed Entities

17. Billed Entities: List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470.

Entity	Entity Number
GREEN BAY AREA PUBLIC SCHOOL DISTRICT	133193

#### 18. Ineligible Participating Entities

List the names of any entity/entities here for whom services are requested that are not eligible for the Universal Service Program.

Ineligible Participating Entity

Area Code

Prefix

## Block 5: Certification and Signature

**19. ☒ I certify that the applicant includes:(Check one or both.)**

**a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C.Secs.7081(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or**

**b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).**

**20. ☒ I certify that all of the individual schools, libraries, and library consortia receiving services under this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, an SLD-certified technology plan approver, prior to the commencement of service. The plans were written at the following level(s):**

**a. ☐ individual technology plans for using the services requested in the application, and/or**

**b. ☒ higher-level technology plans for using the services requested in the application, or**

**c. ☐ no technology plan needed; application requests basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only**

**21. ☒ I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals. I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the status and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.**

**22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than the services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.**


**23. ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support.**

**24. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity (ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.**

**25. ☒ I certify that I have reviewed all applicable state and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Commissions Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.**

**26. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to**

suspension and debarment from the program.

27. Signature of authorized person: 

28. Date (mm/dd/yyyy): **12/30/2008**

29. Printed name of authorized person: **Jeffrey Gibson**

30. Title or position of authorized person: **Director of Technology**

31a. Address of authorized person: **200 S Broadway**

City: **Green Bay** State: **WI** Zip: **54303**

31b. Telephone number of authorized person: **(920) 448 - 2149**

31c. Fax number of authorized person: **(920) 4482115**

31d. E-mail address number of authorized person: **jgibson@greenbay.k12.wi.us**

31e. Name of authorized person's employer: **Green Bay Area Public School District**

**Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.**

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470**

**P.O. Box 7026  
Lawrence, Kansas 66044-7026  
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD Forms  
ATTN: SLD Form 470  
3833 Greenway Drive  
Lawrence, Kansas 66046  
1-888-203-8100**

FCC Form 470  
November 2004

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## Letter of Agency

Washington Unified School District  
Billed Entity Number: 144589

Letter of Agency For FY 9 (2006 - 2007); FY 10 (2007 - 2008); FY 11 (2008 - 2009); FY 12 (2009 - 2010); FY 13 (2010 - 2011)

I hereby authorize eRate 360 Solutions, LLC and its employees: Keith C. Oakley, Steve Tenzer, Rich Larson, Carlos Alvarez, Matt Hetman, Fred Josephs, Bert Garofano, and Al Arauz to submit FCC Form 470, FCC Form 471, and other E-rate forms, and to submit various change applications such as SPIN changes and service substitutions, to the Schools and Library Division of the Universal Service Administrative Company on behalf of **Washington Unified School District** for all eligible services outlined in the most current "Eligible Services List" published by USAC. I understand that, in submitting these forms on our behalf, you are making certifications for **Washington Unified School District**. By signing this Letter of Agency, I make the following certifications

- (a) I certify that **schools in our district** are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- (b) I certify that our **school district** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that our **school district** is covered by a technology plan(s) that is written, that covers all 12 months of the funding year, and that has been or will be approved by a state or other authorized body, or an SLD-certified technology plan approver, prior to the commencement of service. The plan(s) is written at the following level(s):
  - ☐ an individual technology plan for using the services requested in this application; and/or
  - ☒ higher-level technology plan(s) for using the services requested in this application; or
  - ☐ no technology plan needed; applying for basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only.
- (d) I certify that the services the district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).
- (e) I certify that our **school district** has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (f) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.



- (g) I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- (h) I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (i) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (j) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 C.F.R. § 54.506(c).
- (k) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (l) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to eRate 360 Solutions, LLC for E-rate submission is true.

District: Washington Unified School District

Date: 12/14/09

Signature: 

Printed Name: Scott Lantsberger

Title: Assistant Superintendent  
of Business Services